DATE

VENDOR

Address

City, State, Zip

Dear VENDOR,

Thank you for supporting YOUR SCHOOL. Our Grandparent’s Day breakfast event was a great success with your donation of catering breakfast to our student’s grandparents.

With your support, the grandparents of our students gained valuable tools and resources to support their grandchildren’s education and overall well-being! Your donation will result in long-lasting benefits for children in the community by helping the PT/SA ensure quality education and increase family engagement in our school.

We appreciate your commitment to families and children.

Sincerely,

NAME

PTA POSITION