Republic of the Philippines

Department of Education

Region [INSERT REGION HERE]

Division of [INSERT DIVISION HERE]

[INSERT SCHOOL NAME HERE]

[INSERT SCHOOL ADDRESS HERE]

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[INSERT RECIPIENT NAME]

[POSITION, ORGANIZATION / COMPANY / GOVERNMENT UNIT]

Dear Sir / Madam,

Good day!

[INSERT NAME OF SCHOOL HERE] is an educational institution that [INSERT SCHOOL’S MISSION / GOAL HERE]. [INSERT MORE INFORMATION ABOUT THE SCHOOL].

With the opening of classes fast approaching, [INSERT NAME OF SCHOOL] will be holding *Brigada Eskwela* on [INSERT DATE HERE]. This is in line with the institutionalization of the *Brigada Eskwela* program as stipulated in DepEd Order 24, s. 2008. This program aims to [INSERT THE OBJECTIVE OF THE BRIGADA ESKWELA PROGRAM].

We are writing to humbly request donations that will be used for the repair, beautification, and improvement of classrooms of [INSERT SCHOOL NAME HERE]. We specifically need [INSERT CLEANING MATERIALS HERE]. You may bring the aforementioned materials to the school and our staff will receive them.

We are looking forward to seeing you take part in this program that will benefit the entire school community and foster a safe, healthy, and conducive learning environment for our students. Thank you!

Very truly yours,

[SIGNATURE OVER SENDER’S NAME]