

(Your PTA Name)
TEXAS PTA LOGO

(Insert Your PTA address)

(Insert your PTA telephone and email address)

Date

Company/Organization Name
Street Address or P.O. Box
City, State and Zip Code

Dear (Mr., Mrs., Ms.) Name:

PTA is an association dedicated to the education, health, safety, and well being of children and youth. The *(Insert Your PTA Name)* PTA has been a vital link in bringing the home, school, and community together in addressing child-related concerns.

As a member of the business community and neighbor to *(insert school name)*, you are invited to become a member of *(Insert Your PTA Name)* PTA. Research shows that the education and health of our children is vitally important. Your membership in *(Insert Your PTA Name)* PTA reflects your support of PTA as well as in the following programs that are sponsored by the PTA:

- *(List some of the programs your PTA will be sponsoring.)*

We hope you and your employees will become members of *(Insert Your PTA Name)* PTA. Membership dues for the year are \$_____ per person, and memberships are recorded in the name of an individual. Checks are payable to *(Insert Your PTA Name)* PTA. Enclosed is a self-addressed envelope for your convenience. If you prefer, you may deliver your membership dues to our school office located at *(insert address)* or one of our PTA leaders can pick up from your location.

Every PTA is a 501©(3) nonprofit organization. Additional support in the form of a donation is always appreciated, welcomed and is tax deductible.

We look forward to welcoming you as a member. The *(insert school name)* community wishes to express their appreciation for your support. For more information, please contact PTA president *(insert name and phone number)*.

Sincerely,

(Name)	(Name)	(Name)
PTA President	Membership Chair	Principal

Member contact information is shared within the association (Texas PTA and National PTA) to provide improved communication and member benefits.