

Dear Generous Patron:

Engaging students in math, science and technology, and creating lifelong learners is both a core mission of St. Mark School and one of the most important factors in creating tomorrow's workforce.

Our school, which has been operating in the North Seattle area for over 50 years, has educated and prepared thousands of students in our area. We offer classes to grades K-8 as well as a preschool program, and our graduates consistently achieve high test scores and are active in their communities. In order to run this school, however, we must rely on fundraising activities, private funding and donations from individuals and corporations such as yours. One of our main fundraising activities is our annual Auction, for which all proceeds are directed to the school's operating budget.

We are asking today for your assistance through an in-kind donation. This item would be sold at auction at a profit to help our cause.

As a show of appreciation, all donations are noted in both the catalog and with the item itself, and items selected for our live lineup are highlighted in a PowerPoint presentation during the gala evening. Further, all donors are included in a bulletin flyer that reaches over 1,000 families and are featured on our school website. This is a wonderful way for the public to recognize your company's commitment to education.

Included in this letter is a donation form and return envelope for your convenience. Please fill out the form and return it to us as soon as possible, as we are kicking off activities now to start building excitement about our event. All donations are tax deductible, and we've included our Tax ID number on the donation form for your reporting purposes.

Thank you in advance for your consideration, generosity and support. I realize that you probably receive many requests for your product. Please take some time to review the enclosed Fact Sheet about St. Mark and other sponsorship information about this year's auction.

Regards,

St. Mark Auction Committee Representative
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St. Mark Parish School
Auction Committee
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