4th February 2010

To Whom It May Concern:

The bearer of this letter is a representative of Merri Creek Primary School. We are asking for a donation that you are able to provide for our Fete Auction fundraiser to be held on 20th March, 2010.

Merri Creek Primary is a small school with a vibrant and active community. The school fete has a dual focus – positive community building and as our major and essential fundraiser.

Many businesses have enjoyed the goodwill that is created by making a donation to our auction. The fete auction depends on lively and competitive bidding – this means that all donations are widely publicized and recognized by the whole school and wider community.

All donations are acknowledged on the day, on school fete advertising, in our newsletter and you will receive a certificate of appreciation for display purposes. To ensure that we have all correct information please fill in the voucher on the reverse of this letter.

Thank you in anticipation of your help.

Yours sincerely,

Dionne Wright, Principal