

Today’s Date

Business Name

Business Address

Business City, State & Zip

Dear (Proprietor, Manager’s Name, contact or Business name),

I am a parent and volunteer fundraiser at Child’s Play, a cooperative preschool in Providence, Rhode Island. We are in the midst of planning our 20th annual school auction, and it is our hope that you will be able to join us in support of our community through the donation of an item, class, service, or gift card to be auctioned off during our event.

This year, in addition to our annual live auction, we are thrilled to offer our donated items on our new e-store, which is already up & running. We are excited to further extend our marketing and fundraising efforts through this online option, and are hoping to reach an additional 300 parents, family members and alumni, in addition to the 100 local families who typically attend the auction each year.

In return for your generosity, you will receive recognition in our school newsletter, on our social media pages and in the auction program, as well as verbal acknowledgment at the event itself. You are also welcome to include business cards, flyers, or advertisements for us to display at our sponsor table. Additionally, we encourage our families to recognize your thoughtful contribution by patronizing your business.

Child's Play was founded in 1979 by a group of parents who wanted to participate in their children's early educational experience. For thirty years, Child's Play has remained a truly cooperative school. In order to ensure open and broad access to our school, our parents dedicate a tremendous amount of their time to our classrooms, fundraisers and special events, in an effort to keep tuition costs affordable.

The success of our fundraising efforts relies heavily on tax-deductible contributions from companies like yours. Our federal tax-exempt number is 04-0383662.

Please contact me by telephone at (insert your phone number here) or by email at (insert your email address here) with any questions. We would appreciate a response by November 6th.

Thank you for your support and consideration!

Sincerely,

(Enter Your Name Here)