



ST. FRANCIS OF ASSISI SCHOOL

PO BOX 870 SEAHURST, WA 98062 LOCATION: 15216 21st AVE SW BURIEN, WA 98166 PHONE: (206) 243-5690 FAX: (206) 433-8593

June 1, 2010

Dear Friend of St. Francis of Assisi School,

Preparations are underway for “Lollapalooza!” the St. Francis of Assisi School “Spirit” Auction to be held on Friday March 25, 2011, and Saturday, March 26, 2011. Our “Spirit” Auction is the school’s largest fundraiser of the year. Your generosity will enhance scholastic initiatives, contribute to the operating budget, and provide scholarships to assist in funding students who would not normally be able to attend St. Francis of Assisi.

This letter serves as an introduction of the parent(s) who present it to you. They have the full support of the St. Francis community in their request of donated goods or services.

Would you please consider a donation to our auction? You or your company can support this year’s auction with donations of merchandise, services, gift certificates, or corporate sponsorships. In return for providing support for St. Francis of Assisi School, you or your business will be appropriately publicized in all auction materials and will receive exposure to parents, friends, and family in the greater Puget Sound area.

Thank you for your thoughtful consideration of this request. Your generosity will be greatly appreciated by the families, faculty, and, most importantly, the students of St. Francis of Assisi School. We look forward to including your company’s name in our auction catalog and advertising your support and commitment to excellent standards in education.

Sincerely,

Sheila Keaton

Sheila Keaton
St. Francis of Assisi School Principal

Please note. For maximum publicity:

- Provide a **description** of the donated item or event on a completed procurement form and return to the procuring parent or school office by 1/14/2011.
- Provide donated item by 3/16/2011.
- If the item is an event, please consider giving a certificate and/or event display for viewing and promotional purposes by 3/16/2011.

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