

November 09

Dear Sir or Madam:

I am writing to request a donation for Glenview Public School's second *Annual Holiday Auction* being held on Friday, November 27, 2009, at the School. This event is a fundraiser for our school and we would very much appreciate any donation of goods or services that would help to make this a successful event.

As you may know, Glenview Public School is located at 143 Townsend Avenue, in the heart of Aldershot. It has a student population of approximately 350 students, from Kindergarten to Grade 6. Each school year, Glenview's School Council is faced with the task of raising funds to support school activities and programs that benefit the overall student population. Last year we held our first Glenview Holiday Auction which was a huge success. We have decided to make it an annual event and would really appreciate any support you are able to offer us. In appreciation of your generous contribution, your name will be listed in our Auction program, on our website and in our newsletter. In addition, you will be able to display business cards and/or flyers with your donated item on the Auction table.

Thank you very much for taking the time to consider our request. We hope you will be able to provide a donation and help us have a successful event for our students.

If you have any questions or would like additional information, please contact Karen Walker Hogan, our Council Fundraiser at 905-869-4327.

Yours sincerely,

Mrs. Deborah Renton
Principal
Glenview Public School