



2024 John Knox Preschool Auction Donation Request Letter

Dear Friends of John Knox Community Preschool,

We are writing to you on behalf of John Knox Community Preschool to request a donation for our 2024 Auction. This event will be held on Saturday, March 23, 2024, and is the primary fundraiser for the school. In years past, the proceeds have been used to create STEAM kits for our students' educational exploration, provide educational opportunities for our teachers, fund and maintain our facilities, and create a playground fund which has allowed us to begin enhancing our playground, with the first phase being finalized this month and construction starting in the spring.

Please consider supporting our event by donating gift certificates, merchandise, or services. Additionally, corporate sponsorships are available. In exchange, you will receive some excellent community exposure and advertising. Your company name, address, phone number, and donation will be listed in the Auction Brochure.

Your donation is tax-deductible, and we will be happy to provide our Tax ID number upon your request.

We will gladly pick up your donation, or it can be mailed to the address listed below. In order for your item to be included in our Auction Brochure, we must receive it by February 9, 2024. Please complete the attached Donation Form and return it to jkpcauction@gmail.com, or drop it off with your donation at 109 SW Normandy Road, Normandy Park, WA 98166. If you have any questions, please do not hesitate to contact us.

The success of our fundraiser exclusively depends on contributions from sponsors. Thank you in advance for considering our request and for supporting John Knox Community Preschool.

Kristine Jung
Preschool Director
John Knox Community Preschool

Lauren Sacco
Auction Chair

John Knox Community Preschool
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