



## 2025 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 2025 Auction. This event will be held on Saturday, March 29, 2025, and is the primary fundraiser for the school. The proceeds from our past auctions have been used to offer incredible resources to our teachers and families. We have rebuilt our playground, created STEAM kits for our students' educational exploration, provided educational opportunities for our teachers, and funded and maintained our facilities.

Please consider supporting our event by donating gift certificates, merchandise, or services from your business. 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 and on the auction page on our website.

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

We will happily pick up your donation, or it can be mailed to the address listed below. For your item to be included in our Auction Brochure, we must receive it by February 14, 2025. Please complete the attached/linked [Donation Form](#) (QR code provided for online submission) and return it to [jkpcauction@gmail.com](mailto: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

Mistie Richardson  
Auction Chair

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