

FY18 Giddens Auction Sample Procurement Letter

Dear **Donor Name**,

For over four decades, Giddens School has graduated students who know, who do, who care. Our graduates possess the knowledge and passion to work for a better, more just future. We strive to plant the seeds of action for social justice and equity while attending to each student's academic, and social and emotional needs and strengths. The almost 200 families at Giddens who live and work in Seattle and on the Eastside are eager to support local businesses.

I would like to invite you to showcase your business and your commitment to our community and education with a donation of **an item or service** to our Annual Auction, "Follow the Giddens Brick Road" to be held on April 21, 2018 at the Seattle Design Center. The event will be a night of great food, fine wine and a celebration to raise funds for Giddens. Business leaders, community supporters and education enthusiasts will all be in attendance.

Approximately 35% of Giddens families receive tuition assistance and more than 45% are children of color. This means that students learn about diversity in a truly diverse environment which provides vital, tangible opportunities to learn with and about each other.

I hope you will join us in support of the Auction this year through a donation. This would be a wonderful addition to the event and would certainly enhance the dollars that are raised.

Please complete the enclosed auction procurement form and return it by mail or online at your earliest convenience, before March 31, 2018 in order to be included in our catalog. Feel free to call the Auction Office at 206.324.4847 x33 or email development@giddensschool.com with any questions.

On behalf of our students, thank you for your generosity.

Sincerely,

Your Name
Auction Volunteer