

November 7, 2016

Dear friend:

On Saturday, March 25, 2017 over 200 guests will gather at The University Club for the annual Auction Gala in support of Assumption School, a Transitional Kindergarten through 8th Grade school located in Pasadena, CA. For over 55 years, we have educated our students to be intelligent, eloquent and compassionate, resulting in a near 100% matriculation rate to the top area High Schools. With a desire to educate all students, regardless of financial means, tuition is kept artificially low. But artificially low tuition alone does not cover all expenses and we must turn to fundraising to keep our doors open and continue offering an excellent education.

By donating a unique item or gift certificate to our auction you will not only be investing in the lives of just under 300 worthy students, but marketing to an involved group of 200+ local residents. Can we count on you to help us by donating a unique item to be auctioned the evening of the event? In exchange for your generosity, we will highlight your company's name in our event catalogue and encourage our families to patronize your business. All gifts are tax-deductible to the extent provided by law. We are tax-exempt and you should contact your accountants regarding tax deductions.

For your convenience, donation forms are attached. Please send your contribution to our attention at the e-mail address listed below or mail to the school address below marked “Auction Gala”. Include any brochures or other promotional materials that you would like displayed at the auction with your gift item. (Promotional materials will not be returned.)

On behalf of the Assumption School students, we thank you for your time and consideration. If you have any questions, please do not hesitate to contact me by phone or e-mail.

Sincerely,

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