

Richardson Area Band Club

 P. O. Box 832919

Richardson, TX 75083

January \_\_\_ 2017

Company Name

Address

City, State, zip

RE: Richardson High School Golden Eagle Band

 2nd Annual Richardson High School Evening of Jazz

 Request for Donation

Dear Sir or Madam,

On Friday, March 24th, the Golden Eagle Band will hold its ***2nd Annual*** ***Richardson High School Evening of Jazz****.* The evening will be filled with music, dinner, dancing, and a silent auction.

The Golden Eagle Band is comprised of students from all walks of life and includes students from a diverse cross-section of ethnicities and socio-economic backgrounds. The goal of this *Evening of Jazz* is to raise funds to help: (1) support the overall student programs, (2) keep fees reasonable, and (3) supply scholarships to ensure every student has an opportunity to participate. The rewards to the students are beyond measure!

The Richardson High School Golden Eagle Band relies on the generous support of our community and neighbors to keep the program strong!

**We are asking for your support by donating a gift card to your (you fill in your request ….restaurant, company venue) for the evening’s silent auction event**. All forms of donation are welcome and no item is too small to be included in the auction. Every donation we receive helps raise funds that will be used directly for our band’s student programs.

Your company’s donation will be recognized at the event on the silent auction bid sheet as well as signs on the table. We anticipate attendance of approximately 250 to 300 people, which will provide great advertisement for your company. What a great way to show your community support and advertise to our local families at the same time!

Your donation is tax deductible. The Richardson High School Band’s Booster Club is classified as a 501 (c) 3 non-profit educational booster club. Our TIN is 75-2172384. We can provide a confirmation thank you letter for any donation for your tax purposes.

**If you are interested in donating, please feel free to contact our Silent Auction coordinator, Bobbie Townsend, at btownsend713@gmail.com.**

We appreciate your consideration and hope you will be able to help support the Golden Eagle Band!

Sincerely,

Lucreatia Camp, President

Richardson Area Band Club

Email: president@rabc.org