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Richardson Area Band Club

P. O. Box 832919

Richardson, TX 75083

January 13, 2017

Name

Address Line 1

Address Line 2

City State Zip

RE: Richardson High School Golden Eagle Band

1st Annual Richardson High School Evening of Jazz

Donations for Silent Auction

Dear Parents and Friends of the Golden Eagle Band:

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

We are reaching out to our band parents, friends, and families to ask for your support by donating items or soliciting donations 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.

If you secure a company donation, it will be recognized at the event on the silent auction bid sheet as well as signage on the tables. We anticipate attendance of approximately 250 to 300 people, which will provide great advertisement for the company. The silent auction will provide a great way to show community support and advertise to our local families at the same time!

Donations are 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 tax purposes.

**If you are interested in donating, please feel free to contact our Silent Auction coordinator, Bobbie Townsend, at** [**btownsend713@gmail.com**](mailto: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](mailto:president@rabc.org)