

 October 2014

BUSINESS NAME HERE

AND ADDRESS

By email: business email address

Dear Sir/Madam

On 15 November 2014, St Vincent de Paul Primary School in Strathmore Victoria will be holding its biennial school fete.  This year, the theme will be, **‘Spring County Fair’**. This is a major fundraising event for our school, with all funds raised going directly towards infrastructure to enhance our children's education. Our goal this year is to raise a significant amount of money towards building a shaded outdoor learning space, estimated at $150,000.

In order to keep the cost of running the fete low, we are reaching out to local businesses that may be able to help out with donations so that the fete is a great success.  That way, all of the money we make on the day will go directly towards benefitting the children.

We will be having a number of silent auction and raffle items on the day.

We are asking whether you would be able to support our fundraising efforts and donate a voucher to use your fantastic services or other prize so that we can use it at the fete as part of a hamper or silent auction item.

I would be grateful if you would consider this request and any assistance you could provide would be appreciated.

You can contact me on my email address or on 0412 345 678 to discuss further.

Kind regards

**Name**

Secretary / Event Co-ordinator

Parents’ Association

St Vincent de Paul Primary School