



Montessori Country School

Spring 2010

To Whom It May Concern:

This letter serves to respectfully request a donation from your business supporting the Montessori Country School (MCS) in Herndon, Virginia. After our success the last several school years, we are again preparing to host a spring online auction from April 15, 2010 to mid-May. We have found that the online auction enables us to reach several hundred local community residents as well as extended family and friends. Of course, your donation is completely tax-deductible.

Located in Herndon, MCS is a 38 year-old, non-profit organization serving many Herndon, Oak Hill, Reston, Great Falls, Vienna, and Sterling families. MCS offers superb pre-school and kindergarten educational programs. In addition to offering an excellent start to our children's academic careers, MCS seeks to serve the community in many ways and proudly offers a scholarship program, which has been expanded this past Fall of 2009.

Our goal is to raise funds so that MCS can continue to be available to a highly diverse group of children. Our event will feature various goods and services donated by generous businesses like yours. For example, a popular donation is a gift certificate or printed coupon towards goods or services. These donations can generate interest in your services and new customers for your business or company. We would greatly appreciate your support, and we will see that your business receives significant exposure including:

1. Our online auction enables us to not only list a description/photo of your donated item but also your business logo and hyperlink.
2. Your business will be promoted as a school donor at our end-of-year school social events, as well as at a display at the school on Grandparent's Day, April 23rd, 2010. Any literature or brochures you can supply for your business will be available at a table featuring all of our generous business donors.

I can be reached at (703) 709-0484, or by email: Jennifer_M_Schneider@hotmail.com to answer any questions or arrange to pick-up your donated item. If preferable, you may simply mail your donation (indicating the value of the item) to the attention of:

Montessori Country School, Attn: Jennifer Schneider
PO Box 272, Herndon, VA 20172

Thank you in advance for your kind consideration and generous support.

Very truly yours,

Jennifer M. Schneider
MCS Parent Volunteer

MCS Non-Profit Tax Number 23-7123681

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