Sept 26, 2016

Dear Sir or Madam,

I am the theatre director at Poudre High School, and we are currently preparing for our upcoming theatre production.

More than 100 students are involved in every aspect of this musical; as actors, costume makers, technicians, set builders, and even the accompanying pit orchestra.

Our program is completely self-supporting, primarily through ticket sales, program ads and concession sales.

Would your business be willing to help provide items for the concession sale? Our volunteers can pick it up and bring it to the school to serve? We realize the expense of this, and would like to offer in exchange a complimentary business-card size ad, a $50 value, in our production program, which will be seen by up to 2,000 people attending our performances.

Your generosity to our school arts program would, I am confident, be rewarded by those parents, friends, and theatre-goers. You can design the ad, or we can do it for you; whichever is easier for you. You would also be listed in our “Special Thanks” section of the program.

Please let me know as soon as possible if you can help us out with this donation. Following are all applicable tax identification and exemption numbers:

Federal Tax ID#84-6013733 State Tax ID# 03-27342

State Tax Exempt #98-03335 State Motor Fuel Exempt #16-19647

Thank you for your consideration,

Joel Smith

Poudre High School Theatre

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