Hi,

My child attends Q300, a K-8 public school in Queens that serves children from throughout New York City. Many children from FILL IN NEIGHBORHOOD attend Q300 and many of our families live right here, in the neighborhood.

We love NAME OF BUSINESS and we would love to help promote NAME OF BUSINESS and raise money to help the school. We are looking for donations for our 5th Annual “Stepping into Summer” Spring Auction in May 2019. Our annual auction has a party with more than 250 attendees, as well as an accompanying print journal and an online auction.

We were hoping you could donate GIFT CERTIFICATE/BASKET OF GOODS/ETC for our auction and/or consider being a sponsor by purchasing an ad in our journal.

The money we raise helps fund art and music classes for our students, a financial aid fund for field trips for students in need, as well as computers for the classroom.

Your donation not only supports a public school, it showcases your business to our community of more than 500 families, all of whom live and work in New York City.

Our deadline for auction items and sponsorship journal ads is March 29th, 2019.

Thank you so much your consideration!

Sincerely,

YOUR NAME HERE