

## Waterloo Elementary School PTA

**5940 Waterloo Road**

**Columbia, MD 21045**

**410-313-5014**

November 30, 2017

To Whom It May Concern:

Hello! I am writing to request donations to be used as prizes for two events at Waterloo Elementary School in Columbia, MD. The events are sponsored by the Waterloo Elementary School PTA.

On February 23, 2018, Waterloo PTA will hold a silent auction, during its annual International Night, which is one of the school’s most popular events. Hundreds of families will gather together to share and experience the many cultures that make up our school community. Please consider making gifts in-kind to help make the event a success.

Waterloo families will also participate in “Screen-Free Week” from April 30-May 4, 2018. The goal is to get our students doing more outdoor activities and not watching TV/Computer for a week.  Any donation that could be used as an incentive for students to participate would be wonderful.

The Waterloo Elementary School PTA’s nonprofit tax identification number is 52-0667483.

Please contact me if you have any questions at 443-848-8483 or robeburks@yahoo.com

Thank you for your consideration!

Sincerely,

Rob Burks

Board Member, Waterloo Elementary School PTA