(printed on school stationary)

October 11, 2013

To Whom It May Concern:

 My name is Beth Ann Davis. I am a kindergarten teacher. I serve low socioeconomic population. The school serves our students free breakfasts and lunches daily. I am coordinating a “Kindergarten Academy” for our parents, seven workshops. Our first workshop is October 17, 2013.

 My goal is to provide an atmosphere at these monthly workshops where the parents can come and learn how they can improve their participation in education. With parent support, student achievement improves at school.

 The school district’s focus is to prepare students for college, career, and citizenship. My goal is to empower parents so that they can encourage their students to achieve their potential.

 At the academy, I am looking to provide dinner for the families in attendance. My site is providing childcare for the families. I respectfully request your help to make this academy a great success. Our federal tax identification number is # . Any assistance would be greatly appreciated.

 Thank you for your time and attention.

Sincerely,

Beth Ann Davis

1-760-636-3320