



September 6, 2016

To Whom It May Concern:

We are writing on behalf of the children, faculty, staff, and families of the **Child Development Program (known as “CDP”)**, a preschool of 60 children located on Claiborne Avenue at the corner of Jena and Cadiz Streets. We are holding our **sixteenth-annual auction**, a gala complete with a buffet, bar, and great music, on **Friday, November 18, 2016**, from **7pm until 11 p.m. at our school’s campus**. We write to ask if you will consider making a donation.

CDP was formed in 1975 by the First Presbyterian Church as a nonsectarian community service, committed to the social, emotional and cognitive development of young children. Five years ago we became a private, independent preschool, and we have maintained our original philosophy that children prosper in a center-based, arts focused, and community rich environment. We are licensed by the state as a class B childcare facility.

Proceeds from the auction will buy developmental equipment for our classrooms and help us offer individualized schedules to our families. Proceeds from our auction will also be shared with Andrew Wilson Charter School in order to provide the children with nutritious food after school. Many students there only eat the food provided at school and do not eat dinner at home. Our contribution from our auction to their after school program will help curve a lack of nourishment and promote healthy living. Should you need proper Tax ID information, you will find it at the bottom of the donation form.

Every donation makes a difference. In fact, small donations (perhaps an overstocked item or a gift certificate) are greatly appreciated and are more affordable for our community. Still families of CDP are always impressed by the generosity of our donors and the quality of donated items.

We know you are inundated by requests for donations. You can be assured your donation will make a positive impact in support of our school’s vision. Your donation will also provide publicity among a community of families that support local businesses.

Please call **Anne at 504.913.6400**, and we would be happy to arrange for pick up of your donation or answer any questions you have. We would love to see you at our gala, too!

Most sincerely,

Niki Ben, Director

Anne DiPaola, Teacher