Dear Sir or Madam,

Please allow me to introduce myself. I am a parent of a child attending A.D. Henderson University School/FAU High School, a state-funded kindergarten through twelfth grade public school on the campus of Florida Atlantic University. The student body consists of a balance of individuals from various racial and socioeconomic backgrounds taking part in an outstanding academic program. Our school provides educational research and curriculum development for the public school system.

The FAUS Parent/Teacher Organization is hosting an Auction on May 4, 2013. The event will take place at A.D. Henderson University School in Boca Raton, Florida. This is one of our largest fundraising events and will be attended by people from both Broward and Palm Beach counties. In an ongoing effort to improve our newly renovated cafetorium, all profits will benefit a state of the art sound system. On behalf of FAUS PTO, I am asking for your contribution of a gift, service, or gift certificate for the auction. All donations are tax deductible, as we are a 501 (C) (3) non-profit organization under the IRS guidelines. Your donation will help our school realize its goal to provide a positive and welcoming environment for our students and visitors alike. Attached is an auction donation form. Please complete and return to the school at which time we will make a copy and return it to you for your records.

We are compiling and printing an auction catalog to acknowledge all of our sponsors. We anticipate a fun and successful event and want to thank you in advance for your support. The parents and most importantly our children greatly appreciate the support from our community.

If you have any questions or to make arrangements for us to pick up a donated item, please contact the auction committee at 561-297-0491 or fausptomom@aol.com.

Sincerely,

The FAUS PTO Auction Committee