Sept 26, 2016

Dear Sir or Madam,

I am the theatre director at Poudre High School, and we are currently preparing for our theatre production.

More than 100 students are involved in every aspect of this musical; as actors, costume makers, technicians, set builders, and even the accompanying pit orchestra.

Our program is completely self-supporting, primarily through ticket sales and program ads. Although we collect some money from our students to help cover the costs of their snacks and dinner during the last week of rehearsals, when they are at the school until after 10 p.m., we try to keep their expenses down. About 40% of the students at Poudre High School qualify for free and reduced lunch. As a result, we rely on community support for assistance to help feed them.

Snack are provided for 60-100 students during our tech week. Dinner is provided for about 60-100 students before dress rehearsals and performances on school days. Our volunteers can pick it up and bring it to the school to serve.

We would like to offer in exchange an ad in our production program, valued at $50-$100, which will be seen by up to 2,000 people in the community. You can design the ad, or we can do it for you; whichever is easier for you. You would also be listed in our “Special Thanks” section of the program. Your generosity to our school arts program would, I am confident, be rewarded by those parents, friends, and theatre-goers.

Please let me know as soon as possible if you can help us out with this donation. Following are all applicable tax identification and exemption numbers:

Federal Tax ID#84-6013733 State Tax ID# 03-27342

State Tax Exempt #98-03335 State Motor Fuel Exempt #16-19647

Thank you for your consideration,

Joel Smith

Poudre High School Theatre

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