

5<sup>th</sup> October 2019

Dear Manager,

This letter is to request assistance from you and your company, with regards to Wandin North Primary Schools Annual Harvest Market for 2020.

Wandin North is a small primary school located in the picturesque Yarra Valley with 321 students.

The Harvest Market will be held on Sunday 15<sup>th</sup> March 2020, and will be in its twentieth year. It is our only fundraising event for the year and we are aiming to raise around \$25,000.00 for the school.

We are hoping to purchase iPads/ Netbooks for students in Grades Prep – 6 to address the relationship with digital technology and improving educational outcomes as well as extra shade for the children's play areas.

We rely on the wonderful support of companies for donations of goods and we are hoping that you will support Wandin North Primary School by way of donating something for our Silent Auction, which 100% profit goes to the school and student programs.

To show our support to companies that donate to our Harvest Market, we will promote their business before, during and after the event. We ask that companies supply us with any promotional materials (eg business cards, flyers etc)

As mentioned, we would really appreciate it if you were able to donate to our 2020 Harvest Market by the way of a Silent Auction prize (suggested items such as goods, vouchers, gift certificates etc). If you are able to assist us, don't forget to include a business card / brochure (with return of donated items), so we can publicise your business for the maximum length of time with the Harvest Market.

Please contact us on 03 59 644 570 (ask for Rachael Edwards) if you would like further information about donating goods, which are unable to be posted.

Please consider contributing to our school, as any contributions are greatly appreciated.

Thank you for your assistance.

Paul Bailey

Acting Principal - Wandin North Primary School