

*YOUR SCHOOL
LETTERHEAD HERE*



school name

phone number

email

fax number

Dear Mr. XXX

We are excited to announce that our school will have its first Multicultural Festival. At XXX Elementary, we believe that embracing the cultures and differences of others make our students better citizens.

Our festival will take place on February 14, 2017 & we are asking for a donation of 2 dozen egg rolls for our multicultural feast after our Multicultural march.

We thank you in advance for your consideration of this educational event.

Sincerely,

**Kendrick James
Marketing Director**