



LaGuardia High School Parents Association
100 Amsterdam Avenue, New York, NY 10023

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SAMPLE LETTER BELOW - FEEL FREE TO EDIT FOR YOUR PARTICULAR CIRCUMSTANCE:

To Whom It May Concern

I am a parent of a student at Fiorello H. LaGuardia High School of Music & Art and Performing Arts, one of New York City's top specialized high schools. I am writing to ask for a donation of a gift certificate for our Annual Auction on June 6. If you have an idea for an auction item other than a gift certificate that would be welcome as well!

Your **BUSINESS** beloved by the LaGuardia community, a gift certificate or other item would be a valuable part of our auction. And your donation is tax-deductible under the fullest extent of the law.

Fiorello H. LaGuardia High School of Music & Art and Performing Arts provides nearly 3,000 students with a learning environment that encourages a dual mission, as our students strive for excellence in both the arts and academics. Students are free to be who they are while developing critical skills that will help them become who they want to be. As a New York City public school, we rely on fundraising to provide our students with enrichment, supplies, performance and art opportunities and even our classrooms' day-to-day needs. Your participation would be truly appreciated.

Thank you so much for considering this request The donation form is attached and can emailed to: Caroline Andoscia, LAGHSPA, Vice President, Fundraising lagauction2023@laguardiahspa.org or mailed to the Parent Association at Fiorello H. LaGuardia High School, 100 Amsterdam Avenue, New York, NY 10023. I also would be glad to pick it up if that is most convenient.

Please submit any auction donation by May 19, 2023 date.

Kind regards,

Your Name
LAGHSPA
Your Cell