

**[ON YOUR SCHOOL LETTERHEAD]**

[date]

Mr. Joe Jones  
Gottahaveit Ice Cream Shoppe  
13501 Chocolate Crunch Drive  
Houston, Tx 77292

Dear Mr. Jones:

Kilpatrick Elementary is preparing for its annual send-off of our 2009 fifth grade class with an end-of-year party. The party, sponsored by the Kilpatrick PTA, will feature games and activities for the students, music, photography, and refreshments. Details of the event are as follows:

<b>Date:</b>	Friday, May 25th
<b>Time:</b>	3:00 PM
<b>Location:</b>	Kilpatrick Elementary 26100 Cinco Ranch Boulevard
<b>Theme:</b>	<i>Survivor Island</i>
<b>Purpose:</b>	To celebrate our students' completion of elementary school, acknowledge their accomplishments, and continue to involve parents in the activities at Kilpatrick
<b>Attendance:</b>	Approximately 150 Kilpatrick 5 <sup>th</sup> graders, faculty and parent volunteers
<b>Our Request:</b>	Donation of paper goods – 200 small dessert plates, forks and napkins. Parent volunteers are providing desserts
<b>Donor Recognition:</b>	All businesses supporting the event will be recognized in the school newsletter, on our school marquee, and in a display on the afternoon of the party.

Your support would be greatly appreciated! We are excited about the opportunity this event provides our school to celebrate its students. Kilpatrick Elementary values our community and always appreciates your support. If you have any questions, feel free to contact Julie Jones, our PTA event chairman, at 281-888-9999.

Sincerely,

Julie Jones  
Kilpatrick Elementary Volunteer