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Salutations:

We are writing to let you know that we are starting our annual donation drive today. It is a very simple process hence, will not take up much of your time. There are no sales involved of any kind, so there is no money changing hands from students to parents to the band. It is all done by mail outs. As you very well know our band program is getting bigger each passing year. We now find ourselves facing good problems, i.e. finding money to help cover the cost of music, instruments and repairs for aging equipment that are needed to keep the band running. Additionally, we have many more students that cannot afford the accompanists fee for solo contest, and I would like to see if we can raise enough money to pay for EVERYONES accompanists fees this year!

We are asking each of our students to participate in this donation drive. Your help is also needed to get this donation drive off to a good start. Our goal is to raise \$15,000 for donation drive. There are only two simple steps to follow and we will take care of the rest.

**Please help your student to do the following:**

- Complete the 10 attached Sponsor Letters by writing in the names and addresses of various family members, friends and work associates who care about your student's success. EXAMPLE BELOW

	<p>COPPELL MIDDLE SCHOOL NORTH BAND 120 NATCHES TRACE DR. COPPELL, TX 75019 JOEY ASHBROOK – DIRECTOR OF BANDS JEREMY LINDQUIST-ASSOCIATE DIRECTOR</p>	<p>Dear <u>Grandma</u> _____:</p> <p>I am a member of the North Cougar Band and we need your help.</p> <p>I am writing to ask you to make a donation to our great band program, the past <b>Texas State Honor Band Champions</b> and a <b>National Honor Wind Band!</b> The money we raise will go toward buying supplies, instruments and music for all of us to use.</p> <p>Please help me if you can! With your help, my band and I will succeed this year continuing to bring pride to everyone!</p> <p>Thanks! <b>Jane</b></p>
<p>TO: Name <u>Ms. Grandma Doe</u> _____</p> <p>Address <u>123 Texas Drive</u> _____</p> <p>City <u>Somewhere</u> ST <u>TX</u> Zip <u>75555</u> _____</p>		
<p>FROM: Name <u>Jane Doe</u> _____</p>		

**Return the completed Sponsor Letters by Friday February 5,** to the band hall drop box. We will mail them out to the prospective sponsors. *We will EMAIL to you as well if that is easier to Email to prospective donors!*

Thank you for your help with this project!

Sincerely,

*Joey Ashbrook & Jeremy Lindquist*

COPPELL MIDDLE SCHOOL NORTH BAND  
120 NATCHES TRACE DR. · COPPELL, TX 75019 · (214)496-7180