



August 23, 2011

RE: Donation of Silent-Auction Goods or Services

Dear Sir or Madame:

I am writing to request a product donation for Cottage Cove Urban Ministries. This charitable organization has served the inner city of Nashville, in the Vine Hill area, since 1995. Our out-of-school programs, serving upwards of 70 children daily, are filled with beneficial activities promoting education, the arts, and family values. All daily programs are offered without charge.

Cottage Cove is funded completely through the generosity of individual donations, local businesses, churches and organizations. "An Evening of Elegance", our primary fundraiser, is held annually each fall. This gala social event - featuring musical entertainment, a full multi-course Italian meal, and a silent auction - provides a significant portion of our organization's ongoing financial requirements. This is the 13th year of our fundraiser. It will be held at Maggiano's Little Italy, at 3106 West End Avenue in Nashville, on Thursday, November 10th.

We would like to invite your participation, in this worthy cause, through the donation of a product, or services, specifically for our silent auction. We would be most grateful for your generous gift knowing that it will benefit many children. Cottage Cove is a 501(c)3 organization and all donations are tax deductible.

We can be reached at 615-292-2303 if you require further information. Thank you for your consideration of this request.

Sincerely,

A handwritten signature in black ink, appearing to read "Brent MacDonald".

Brent MacDonald
Executive Director
Cottage Cove Urban Ministries

PS. Visit www.CottageCove.org for more details on how you can partner with us to make a difference in the lives of at-risk children and their families.