

Dear (use business owner's name),

The Unitarian Church in Westport (TUCW) is hosting its first Auction Gala event this fall. "Skyline Lounge" will be held in our stunning mid-century modern church building on October 25, 2014 starting at 5 pm.

We are raising funds to help TUCW continue as a spiritual home for major life events like weddings and funerals for those in the local community who don't have another place to call home and to provide backing for our well-known community efforts like Reel Justice films and our adopted school, the Beardsley School in Bridgeport.

Our event is expected to draw 300-500 supporters from Fairfield County and participating businesses will be prominently featured in our event program. In addition, each program will contain a "support our supporters" section listing contact details for these businesses.

Would you please provide a donation of a product or service from your business? Your contribution will be greatly appreciated and is tax deductible. It can be something as simple as a gift certificate to your business or a cash donation for which we will list you as a supporter of the event.

A donation form for your items and/or advertising needs is attached. Simply print it, fill it out, then call me at (phone number) or email me at (email address) or at tucwauction@gmail.com and we'll handle everything.

Thank you for your consideration of our request.

Best,

(Your name)

2014 Auction Committee

PS: Take advantage of the early donation program, which entitles you to a logo and link from our web site to yours. To see your logo next to your donated item(s) the Donor Form and logos must be received by July 1, 2014.

A registered 501(c)(3)
Non-profit ID: 06-0766361



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