April 24, 2014

Tim O’Neal  
Executive Vice President and COO

Goodwill of Central Arizona   
2626 West Beryl Avenue  
Phoenix, AZ 85021

Dear Mr. O’Neal,

This letter is to request a donation of a bicycle to be used for the Spring Awards Assembly at Shaw Butte Elementary School, 12202 North, 21st Avenue, Phoenix. The Spring Awards Assembly will be held Friday, May 23, 2014. The bicycle will be used to reward the student who has not missed a day or school or been tardy this year.

Shaw Butte Elementary School serves 850 students in kindergarten through sixth grade. We are part of the Washington Elementary School District which serves 24,000 students in north central Phoenix and east Glendale. We would be delighted to recognize your generous contribution in our event program.

Thank you for your consideration. Please contact me if you have any questions at 602-327-4220.

Sincerely,

Tracy Maynard  
Principal