

East Moriches PTO  
523 Montauk Hwy  
East Moriches, NY 11940  
631-878-0162 ext.345 [www.empto.org](http://www.empto.org)



Teamwork divides the task and multiplies the success.

February 2017

Hello:

I'm writing to you on behalf of the East Moriches Elementary and Middle Schools. East Moriches is a small town located on the south shore of Long Island. We have talented and bright young students along with wonderful teachers whose pleasure it is to shape the minds of our children and give them the best academic advantage that they possibly can.

The East Moriches School PTO is currently raising money to help us continue to improve education opportunities for our children. We are reaching out to corporations such as yours in an attempt to receive one of your products or a gift certificate that can be auctioned off at our 9<sup>th</sup> Annual Chinese Auction Luncheon. The auction will be held on Sunday, March 25, 2018 at The Mill Pond Country Club in Medford, New York.

We are expecting at least 250 attendees to our auction. A donation from a corporation such as yours, will entice people to attend and make the event much more successful. All attendees will receive a brochure listing the corporate donor names, address, website address, and phone number. If you are able to spare any donations at all to help us further our cause, it would be greatly appreciated.

Please note that we are a non-profit organization 501 c3# 11-3036997 and can provide additional documentation upon request. If you have any questions, feel free to contact us via email at [info@empto.org](mailto:info@empto.org)

You may also contact the East Moriches School Superintendent, Dr. Charles Russo to validate this request at (631)878-0162.

Donations can be sent to:  
Alexandra Weeks  
5 Dogwood Lane  
East Moriches, NY 11940

Thank you in advance for your time and consideration.  
Sincerely,

Dana McCall  
Vice President

Stacey Cooper  
President

Jennifer Voelger  
Co-President

Dana McCall  
Vice President

Alexandra Weeks  
Recording Secretary

Lisa Johnson  
Corresponding Secretary

Nicole Smith  
Treasurer