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(Date)

Grand Erie District School Board  
349 Erie Avenue  
Brantford, ON  
N3T 5V3  
Attn: Business Services

Dear Business Services:

Please accept the enclosed cheque made payable to **Grand Erie District School Board** in the amount of \_\_\_\_\_. This payment is a donation toward the Todd Eaton Memorial Track resurfacing project at Lakewood Elementary School. I request a receipt be mailed to me for this charitable donation, as this donation is greater than \$20.00.

My address is \_\_\_\_\_.

My phone number is \_\_\_\_\_.

Sincerely,

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(signature)

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(printed name)