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June 23, 2020

Peter Eicher  
Friends Of Southwest DC  
PO Box 44434  
Washington, DC 20026

Dear Peter:

On behalf of the Living Classrooms Foundation, I would like to thank you very much for your generous donation in the amount of \$5,000 for the *Southwest Washington Workforce*. Your gift will support our job readiness programming in DC which connects adults, living within Wards 5, 6, 7, and 8, that are unemployed, underemployed, and dislocated workers to career training and employment for in-demand jobs across a variety of industries.

The program works with participants to develop or enhance skills that will prepare them for various industries with a focus on creating career pathways to help these workers advance through entry-level positions to build sustainable long-term employment. The participants begin with career mapping that identifies both their existing skill sets as well as individual barriers that have hindered their past success, which helps participants create realistic and attainable goals and a plan to achieve those goals. Participants are then assisted with building their individual career portfolio including resumes, cover letters, and professional networking profiles while also learning a variety of soft skills such as effective communication styles, interview techniques, professional conduct and conflict resolution, and various financial literacy techniques to help them build sustainable budgets that suit the needs of their families. Job coaches assist participants with identifying employment opportunities and provide guidance during the application and interview process.

In light of the outbreak within our region, we have adjusted our operations to ensure we are continuing to meet the needs of those we serve while taking measures to protect our entire Living Classrooms community. We thank our staff, trustees, volunteers, funders, and partners in the community for your ongoing support. Thanks to your generosity, Living Classrooms is able to help our most vulnerable communities be safer, stronger, and healthier.

Sincerely yours,



James Piper Bond  
President & CEO

JPB/eth



Thara M. Taylor  
Vice President, Development  
and Communications



*Living Classrooms and the National Capital Region is a nonprofit 501(c)(3) organization dedicated to serving the community and empowering youth. It is our responsibility under the new IRS provisions to inform you that your recent contribution is fully tax deductible. You have not received any premiums or gifts in return for your donation. Please retain this letter for your tax records, as this fulfills the substantiation requirement that must be met in order that you may deduct your contribution.*