

*sample donation request letter*

# SAINT MARY LIBRARY

700 S. Third Street  
Columbus Ohio 43206

## ANNUAL FAMILY CAKE DECORATING CONTEST



Book Loft  
631 S. Third Street  
Columbus, Ohio 43206

Dear Book Loft:

This year, St. Mary's Grade School in German Village will celebrate Right-to-Read Week during May 4-9. Our slogan this year is **CULTIVATE YOUR MIND: READ!** We're undertaking an in-depth study of **FARMING**, concentrating on various farm animals, barns, Ohio agriculture, imports/exports, issues in farming, and, of course, farming in literature.

One of the highlights of the week is our annual **Family Cake Decorating Contest** on Monday, May 4, in which we invite all of our families to bake and decorate a cake with a reading theme. Last year we had over fifty families bake a cake for this contest, and we then sold the cakes to raise money for our school library.

For the last several years, the Book Loft has been generous enough to provide us with a gift certificate to use as the **GRAND PRIZE** in our contest. We are hopeful that might you be able to help us out this year, as well.

Thank you so much for your participation in our reading program, and for being a good neighbor. We are most grateful for your generosity. If you have questions, please call me at 443-2532 or email me at [aruefle@cdeducation.org](mailto:aruefle@cdeducation.org).

Thank you,

Anne Ruefle  
Librarian

