

Below is a sample email to make your own to reach out to donors who you have an email address for.

Hi **CONTACT NAME** -

Thomas Jefferson High School is currently seeking contributions for our 4<sup>th</sup> Annual Online Auction to be held March 15-19, 2020. TJ has been Southeast Denver's neighborhood high school since 1960 and has a student population of approximately 1,200 students. Proceeds from the Auction will directly benefit our staff and students by helping to pay for valuable programs such as classroom grants and much-needed upgrades for improved working and learning environments.

The success of our auction is dependent on support from businesses like yours dedicated to education, our children, and our community. Please let me know if you are able to donate to the TJ Auction. You can enter your donation and business information directly on our website at <https://tjhs.ptapal.com> or let me know what you are able to donate and I can do this for you. All contributions will be gratefully acknowledged in our on-line auction to be viewed by over 500 people.

I have attached our donation letter which provides further details about the event and provides donation delivery instructions as well as the TJ tax id # as all donations are tax deductible.

Thank you for your consideration,

**YOUR NAME**  
**YOUR PHONE**

Thomas Jefferson High School 2020 Auction Committee