

*Donation Letter for Food*



**South Regional Library**

2101 Lake Robbins Drive  
The Woodlands, Texas 77380

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August 11, 2008

To Whom It May Concern:

In accordance with the mission of the Montgomery County Memorial Library System to be a leading resource of culture, the South Regional Library will be hosting Dancing @ Your Library on September 27<sup>th</sup>, 2008. This event is free and open to all teens ages 12-18, no dance experience necessary. Teens will spend the day exploring the world of dance through a dance workshop taught by Lauren Anderson of the Houston Ballet, a master dance class taught by Teresa Chapman of the University of Houston, and performances by the dance departments of Lamar University and the University of Houston. Breakfast munchies, lunch, water, and an afternoon snack will be provided to all teens who attend this event. The South Regional Library will be able to host this event for 80 teens and approximately 10 adult volunteers.

In order for this event to be a success and free for all teens who wish to attend, I would like to request assistance from our local community to help make this day possible. Currently, Chick-fil-A has generously donated lunch for this event. All performers and dance instructors have volunteered their time free of charge. I am seeking businesses who would be willing to donate muffins and juice for breakfast, peanut butter cracker packs, or 12 (24 packs) of 16 oz. bottles of water. Due to advertisement deadlines, please contact me as soon as possible if you would like to donate to Dancing @ Your Library.

Please call me if you further questions. Thank you for your time and consideration.

Sincerely,

Natasha D. Benway  
Young Adult Librarian  
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George and Cynthia  
Woods Mitchell Library  
The Woodlands

Malcolm Purvis  
Library

Central Library  
Conroe

R. B. Tullis  
Branch

R. F. Meador Branch  
Willis

Charles B.  
Stewart West  
Branch  
Montgomery