May 5, 2017

Company Rep Name
Company Name
Company Address Line 1
Company Address Line 2

Dear Company Representative,

Todd County Kentucky is a rural community with a population of slightly under 13,000 in a 375 square mile, mostly farming, area. Unfortunately, over 19% of our population live in poverty.

I am writing on behalf of Todd County Community Education requesting an in-kind donation of (name of requested supply) for our “Load the Limo” event. We collect school supplies so all of our students start school with all the necessary supplies.

If you have any questions, or need our tax exempt ID number, please contact me at:
270-265-2436 ext. 1147 or Katrena.Smith@todd.kyschools.us
Our mailing address is:
205 Airport Rd.
Elkton, KY 42220

On behalf of the students of Todd County Schools, thank you for your consideration.

Sincerely,

Katrena Smith
Todd County Community Education
205 Airport Rd., Elkton, KY 42220
270-265-2436 ext. 1147Katrena.Smith@todd.kyschools.us