May 19, 2018

Any Corporation  
Customer Service Department  
100 Ridge Rd.   
Anytown, USA 12345  
  
Greetings,

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 lives in poverty.

I am writing on behalf of Todd County Community Education requesting an in-kind donation for our “Fill the Bus” school supply drive. We collect school supplies at this event so all of our students start school with the necessary supplies.

If you have any questions, or need our tax exempt ID number, please contact me:  
270-265-2436 ext. 1147 or [katrena.smith@todd.kyschools.us](mailto:katrena.smith@todd.kyschools.us)  
  
Our mailing/shipping address:   
Todd County Board of Education  
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. 1147 [katrena.smith@todd.kyschools.us](mailto:katrena.smith@todd.kyschools.us)