



August 24, 2023

Dear Local Business Owner:

I am writing to you on behalf of Holy Spirit Academy, a private high school in Monticello, to request a donation of a service, merchandise or gift card which will be auctioned off in our Silent Auction at our **Annual Harvest Banquet** on Saturday, October 28th, 2023. The Harvest Banquet is our primary fundraiser, which also helps us to raise awareness of our school. Every penny, every dollar raised will go to benefit the students at Holy Spirit Academy.

With nearly 300 guests in the past, it is a great way to get your name, product, or services in front of local consumers. Your company and the item(s) you donate will be listed on our online auction software, which is seen by all banquet attendees and remote bidders prior to and during the event. All donations are greatly appreciated and are tax deductible. Our tax ID # is 46-3049721.

We would greatly appreciate if you could fill out the attached form, whether you choose to donate or not, and email it back to me at the address below, or mail it directly to Holy Spirit Academy.

On behalf of the students, parents, and faculty of Holy Spirit Academy, we thank you for your time and consideration.

Sincerely,

Holy Spirit Academy's Harvest Banquet Committee

~~~~~ **HOLY SPIRIT ACADEMY DONATION FORM** ~~~~~

**Yes, we would like to donate.**       **No, we do not wish to donate at this time.**

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Description of item(s) or service being donated: \_\_\_\_\_

Approximate Retail Value: \_\_\_\_\_

I would like my donation to be picked up.       I will mail in or drop off my donation to HSA.

Please return this form by emailing to [office@holyspiritacademy.org](mailto:office@holyspiritacademy.org) or mailing to the school's address below.

**Thank you for your support!**

Holy Spirit Academy is a 501(c)(3) non-profit organization.  
No goods or services were provided in exchange for your contribution.  
Contributions are deductible to the fullest extent allowed by law.

**1001 7<sup>th</sup> Street East, Suite 1, Monticello, MN 55362**