Dear Friends and Family,

 The brick and mortar that is home to [your child]’s school first opened its doors in 1911 as a K-12 school called Charleston High School. In 2001, the K-12 facility became the current K-5 setup and was renamed Charleston Elementary School when a new high school opened. As you can imagine, transitioning a 100-year-old building from an all inclusive program to a modern primary school equipped for the 21st century has required many critical modifications and upgrades, such as age-appropriate playground equipment, gymnasium renovations, and improved electrical wiring that supports technology. Thanks to CES’s business partnerships, the generous support of our community, and the hard work and dedication of the school’s staff, students, and volunteers, we are slowly, but surely, making great strides in transforming the antiquated building into an environment that not only supports learning and excellence, but also has an atmosphere of Charleston Panther Pride!

 Even though we have made great progress over the years, our work is not yet done—for there is still much to do. This year our school is hoping to replace our dilapidated auditorium seating. To accomplish this goal, we will need to raise a whopping $100,000. After pulling from every available source of funding provided to the school, CES has managed to cut the need in half—they are $47,000 short. Since August, our school has been working to overcome this monetary hurdle with fundraisers, such as a cookie-dough & tumbler catalog sale, a Fall Auction Festival, and T-shirt sales.

 Here is where you can help! Recently, our principal created a “Chairs for Excellence” campaign on GoFundMe.com, a web-based fundraising site that will allow our family and friends, regardless of location, help us reach our goal! Would you consider donating to this worthy cause? All donations would be greatly appreciated; even donations as small as $5 will add up quickly and help us replace the unsound and unsafe seating in our auditorium.

Thanks in advance for your support,

[Your Name]