

March 28, 2017

Port Jervis School Dist.
9 Thompson St.
Port Jervis, NY 12771

To whom it may concern:

I have a commercial grade popcorn machine that I would like to donate to the SADD organization. If this meets with your approval, please let me know so that I can make arrangements to deliver it to them.

Thank you.

Sincerely,

Tammy Dapp