Dear XXX,

My name is Leidy Navarro and I manage the Welcome Center which is part of the Language Acquisition Division in DC Public Schools. The Language Acquisition Division is responsible for supporting English Learners and their families with a wide range of services ranging from English as Second Language (ESL) screening, instructional support to parent engagement and Language Access services.

We know that your company has generously donated to DCPS before and we wanted to reach out, hoping that you would be able to support an amazing upcoming event that we have planned for our English Learner students and families.

On **Saturday,** **August 10th, 2019** we will hold our 3rd **English Leaners’ Back-to-School Resource Fair.** Back-to-School time is an exciting time here at DCPS, but can be overwhelming to families, especially those whose first language is not English.  At the Back-to-School Resource Fair, families are connected with dozens of service providers and organizations that offer health, educational, legal services and more. There are fun games, activities and giveaways for kids as well as workshops for parents which equip with tools to support their student’s learning throughout the school year. We want to help our families feel prepared for the upcoming school year by giving them backpacks with school supplies as an incentive to participate in our workshops.

Fostering our students’ cultural awareness and providing a welcoming place to our families are of paramount importance to us at DCPS. **We hope you can support the important work our office does to celebrate the richness of culture, language, and family involvement in DCPS by donating backpacks and/or school supplies for our families**. We are looking to secure 800 backpacks filled with school supplies for our families and will not be able to accomplish this goal without your help. Anything you can provide to help us achieve this goal will be very much appreciated -- the success of this event all depends on partners like you to bring our vision into reality.

Thank you for your consideration and I hope that your company is able to support our event. If you have any questions, please do not hesitate to contact me at [leidy.navarro@k12.dc.gov](mailto:leidy.navarro@k12.dc.gov) or at via phone at 202-868-6509.

We look forward to hearing from you and in advance, thank you for your generosity!

Sincerely,

Leidy Navarro   
Manager, Welcome Center

Language Acquisition Division