



2355 Lake Street  
San Francisco, CA 94121  
(415) 750-8390 Phone  
(415) 751-2011 Fax  
[www.kittredge.org](http://www.kittredge.org)  
Established 1944

February 29, 2008

Dear Friend of Kittredge School,

Thank you for considering a contribution to this year's Kittredge Parents Association Silent Auction. You are receiving this letter because one or more of our families has indicated that you are a community-minded organization with whom they do business.

Kittredge School is a small, fully accredited, independent private school serving a diverse body of San Francisco boys and girls from kindergarten through eighth grade. Since 1944, the school is proud of its record of academic success and strong community involvement and social responsibility.

Each May, the Kittredge Parents Association hosts a Spring Dinner and Silent Auction to raise funds for a variety of classroom resources, technology programs, and extracurricular activities. Thanks to friends like you, with the success of last year's event we were able to purchase computer equipment for our teachers and for our classrooms, fund a variety of field trips for all grades, and acquire equipment for recess, PE, and athletics programs.

We hope that you will make a contribution to our efforts on behalf of your business or organization this year. To make a donation, please complete the enclosed donation form and return it by April 30, 2008 to the following address:

Attention: Auction  
Kittredge School  
2355 Lake Street  
San Francisco, CA 94121

Your business or organization will be recognized at the event and in all pre-event literature. Please enclose any brochures or marketing materials you'd like to have on display, along with your donation.

If you have any questions, please don't hesitate to call me at 415-533-9008. We can arrange for pick-up of donations if necessary.

Thank you so much for your generosity.

Kristen Byrne-Jeffris  
Kittredge Parent