

Mary of Nazareth
Roman Catholic Elementary School
Office of Development

September 15, 2009

Dear Mary of Nazareth School Family,

The Office of Development is updating the mailing list of our extended families and friends. These names and addresses will be used to send an invitation to **Grandparents' Day in November** as well as correspondence, solicitations, and other invitations to supporters of our school. It is important we have accurate information to avoid excess mailing costs.

Our database is current as of May 2009. If there have been any changes in names or addresses, please return this form to the school by **September 30th**. If all the information has remained the same, there is no need to respond and we will consider your extended family information current. Please let us know throughout the year if there of any changes in your family's contact information.

We do not have any extended family information from new families. Please, if you are a new family, respond as soon as possible. This is the only time during the school year we collect this information. Please contact us at (301) 869-0940 ext. 6 or hlong@maryofnazareth.org if you have any questions. Thank you for your cooperation.

Sincerely,

Christine Priznar
Director of Development

Heather Long
Assistant Director of Development

MoN Family/Student Name: _____

Example:

Mr. & Mrs. John (Jane) Smith 123 Main St., Gaithersburg, MD 20878 Grandparents

1. _____

2. _____

3. _____

4. _____

5. _____