

Mary of Nazareth
Roman Catholic Elementary School
Office of Development

September 10, 2009

Dear Mary of Nazareth School Family,

The Office of Development at Mary of Nazareth School is updating the mailing list of our extended families and friends. These names and addresses are used to send correspondence, solicitations, and invitations (**including Grandparents' Day in November**) to supporters of our school.

If you have provided the information in the past, the names and addresses appear below. Please review and make any necessary corrections, additions, or deletions. If all the information is correct, there is no need to respond and we will consider the information current.

If no labels appear below, we need for you to provide the data requested. Please be sure to include titles, first names and relationship to child.

Return this form to the school by **September 17, 2009**. This is the only time during the school year we collect this information, so please be complete and prompt in returning this form to the Development Office. 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 Development

Example:

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

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____