

Hello [CLASS/HOUSE] Families!

Our [AUCTION PROJECT NAME] is almost done! A huge thank you to those families who have contributed already by turning in their procurement forms and items! Our auction project is coming together, and we're in the final stretch!

This is your last chance to contribute to our [CLASS/HOUSE] project. You should have filled out your online procurement forms already, so now we need your items. **Please bring your items to the Front Desk before [CLASS/HOUSE PROJECT ITEM DEADLINE]. Please be sure to put your item(s) in a bag that is labeled with your family name, [CLASS/HOUSE] name, and the word "AUCTION."**

Please note that we should not be adding any new items to our auction project. I am creating a project description that includes an exact item list for the Auction Committee to use in printed materials, so this deadline is non-negotiable. **If you know you will not be able to turn in your item by [CLASS/HOUSE PROJECT ITEM DEADLINE], please let me know as soon as possible, so that we can plan accordingly.**

I realize this is a lot of information, so if you have any questions, please let me know. I'm very happy to help.

Thanks for helping our [CLASS/HOUSE] auction project be a success!

[YOUR NAME]