

April 14, 2016

Mrs. Faith Cole
Mann School
921 N. Kenilworth Ave
Oak Park, IL 60302

Dear Mrs. Cole,

The Mann School PTO would like to donate new audio and visual equipment to the school auditorium to update and improve the quality of student performances and events. We would also like to replace the PA system in cafeteria. The specific improvements the PTO would like to make are as follows:

LCD projector
ceiling mounted screen
handheld microphones
headset microphones
hanging microphones
PA system

The estimated cost of these improvements is approximately \$13,000. We have received two bids from companies to complete the work.

Sincerely,

Thomas Hoffman

Jimmy Rutland

Horace Mann PTO CO presidents