



# ROOSEVELT INSTITUTION

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the nation's first student think tank

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Trader Joe's Menlo Park  
720 Menlo Avenue  
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Dear Madam or Sir:

My name is Kevin Hilke, and I am the Events Director for the Roosevelt Institution, a student think tank that is launching on Stanford's campus in the upcoming weeks. Our launch event, which will take place at 9:00 p.m. on Tuesday, February 8th, will serve to introduce us to the Stanford community. The event is sponsored by the Stanford Progressive, a nonprofit publication group registered with the Stanford Office of Student Activities; our nonprofit federal tax ID number is 94-115665N.

The purpose of this letter is to inquire about whether your establishment would be willing to donate some of the food, beverages, and miscellaneous foodservice items that we will consume at the launch event. We are hoping for some combination of trays or platters of hors d'oeuvre-like foods, such as assorted fruits, cheeses and crackers, shrimp cocktail, as well as beverages, and items such as plates, cups and napkins. We are expecting roughly 250 people at our launch event, so anything you are willing to donate is much appreciated.

Thank you very much for considering our request; if you have any concerns or questions, I hope you will contact me. Thank you again; I hope to hear from you soon.

Sincerely,

Kevin Hilke