

CO-23-62



City of Oshawa

1st Floor, West Wing, City Hall

50 Centre Street South

Oshawa, ON, L1H 3Z7

Clerks@oshawa.ca

Attention: Debbie Dennis

Dear Debbie,

Each year provincial employees in the Ontario Public Service participate in the United Way Campaign. Together, the United Way is moving people from poverty to possibility, helping kids be all they can be and building strong and healthy communities.

I am coordinating this year's United Way Campaign for the Ministry of Public and Business Service Delivery, Contact Centre Service Branch (CCSB). I am writing to ask you to consider donating one or two monthly parking passes for the McMillan Street garage or the Centre Street garage in Oshawa which will be used in our Online Silent Auction to be held on Thursday December 21, 2023.

Your donation will help us raise funds for the United Way and will be sincerely appreciated by the employees of the Ministry of Public and Business Service Delivery Contact Centre Service Branch (CCSB) who support the United Way. In return for your generous contribution, you will receive a business receipt, which is acceptable to the Canada Revenue Agency and the Ontario Ministry of Finance for inventory reduction or other tax purposes.

Along with your donation, please send a signed letter or invoice on company letterhead which includes the following:

- The full name and address of your business

- A detailed list of items donated and their inventory value (without HST added), and
- A statement noting that these items are donated.

For full transparency, I ask that you please note that your contribution is for charitable purposes only and in no way constitutes a contract, commitment, or obligation by the Ontario government.

We are committed to making a difference in the health of our communities, at a time when they need it the most. We hope you will join us in our efforts and help us meet our goals.

Thank you very much for considering this request. If you would like more information, please contact me at 905-432-0670.

Sincerely,

Anne Posteraro

Ministry of Public and Business Service Delivery

Anne.posteraro@ontario.ca

United Way Greater Toronto

26 Wellington Street East, 12th floor, Toronto, ON, M5E 1S2, Phone: 416-777-2001 /
Fax: 416-777-0962 / TTY: 1-866-620-2993

Charitable Registration Number: [119278216RR0001](#)