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February 1, 2017

Dear Friend of Circles:

We are calling upon the kindheartedness and charity of everyone again this year, to help assist Circles of Mercy in sponsoring Easter Baskets for needy children between the ages 1 to 12 years living in Rensselaer. Circles of Mercy is an out-reach center for poor and low-income families which is sponsored by the Sisters of Mercy Northeast Community. More than fourteen-years ago in 2002, Circles started what has become a yearly tradition of providing Easter Baskets to children of our client families. This holiday program is known as ***"Easter Baskets for Cate's Kids"***.

Last year, over 150 requests for Easter baskets was met, but given the current economic times, no doubt Circles of Mercy will have not only the same number of children, but possibly more. Therefore, we are respectfully requesting you to assist with contributions of Easter Baskets containing gift items listed below.

We are asking that the clear wrapped Easter baskets include the following: coloring books, crayons, color pencils, facial tissues, toothpaste and tooth brushes, dental floss, hair combs and brushes, age appropriate (1 to 12 years old) small stuffed animals, toys, reading books, and of course different types of traditional candy.

The Easter Holiday this year is on Sunday, April 16th, which gives us about 10 weeks to gather the basket donations. We would like to have the items delivered here at Circles by Monday, April 10th, so we can get them to our client families the week before the Easter holiday. This will enable the children in the Rensselaer community to have a wonderful Easter celebration like we did when we were kids!!!

Any assistance with this project will be greatly appreciated. If you have any questions or need assistance, please contact us. Thank you in advance for your kindness and support...

Sincerely yours,

A handwritten signature in black ink that reads "Richard S. Zazycki". The signature is written in a cursive style.

Richard S. Zazycki, Executive
Director and Mercy Associate