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MEMORANDUM

TO: Erie County Technical School Foundation

FROM: Meghan O'Brien
Susannah Weis Frigon

DATE: April 2023

SUBJECT: Fund Distribution

We are pleased to inform you that \$10,511 of income is available for distribution from the Erie County Technical School Endowment. In accordance with your agency endowment fund letter of agreement, you may choose to do one of the following:

- Receive this income as a grant from The Foundation
- Receive a lesser amount as a grant from The Foundation: _____
- Receive no distribution at this time

At your earliest convenience, please circle your preference and return this form via fax to 456-4965 or email your reply to: **mobrien@eriecommunityfoundation.org**

If there are questions, please do not hesitate to contact me or Susannah Weis Frigon, Vice President, Philanthropic Services at sfrigon@eriecommunityfoundation.org. Susannah is available to meet with you at any time to review your endowment, as well as to discuss donor engagement and development strategies.

Thank you for all you do to improve the Erie region!

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