Vanguard High School

7 NW 28th Street • Ocala, FL 34475
(352) 671-4900 • Fax (352) 671-4923

Chris Carlisle – Principal

Luke Bender – Assistant Principal
Katy Owen – Assistant Principal

Samantha Roberts – Assistant Principal
Stephanie DeVilling – IB Coordinator

March 8, 2024

City of Ocala Fleet & Facilities Management
1805 NE 30th Ave, Bldg. 200
Ocala, FL 34470

To whom it concerns:

The purpose of this letter is to formally request one (1) vehicle from the City of Ocala that you may be recycling out of duty to be donated to the Vanguard High School automotive program. The vehicle will be utilized for instruction only and will not be licensed or tagged. This donation will ensure that VHS automotive students receive valuable hands-on training on a newer model vehicle.

Thank you in advance for your consideration. If you have any question or require additional information, please do not hesitate to contact me or the automotive instruction Vincent.Annese@marionk12.fl.us. We look forward to hearing from you.

Sincerely,

Kathy McLain
MCPS CTE Career Education Facilitator
Kathy.McLain@marion.k12.fl.us