



For people with intellectual  
and developmental disabilities

200 West Broadway  
Farmington, New Mexico 87401  
Office & Fax: 505-325-8998  
Store: 505-326-6303  
[www.arcsanjuancounty.org](http://www.arcsanjuancounty.org)

Hello Friend,

My name is Mark Silversmith and I am the General Manager for the Arc of San Juan County here in Farmington, NM. I am writing this brief letter to involve your business, school, or non-profit in our journey of helping people within Farmington's community. The Arc is a non-profit organization located at 200 W Broadway across from the Chamber of Commerce downtown. We have two second-hand stores that are donation based and directly fund our mission of helping people with intellectual and developmental disabilities. Along with our mission, we also help the general community. If a family, couple, individual or child need clothes, kitchen utensils, jackets, bedding, bags, or whatever else that is considered a necessity; we always try to assist. Attached is a **Voucher** for someone that you may know or someone you may come into contact with that needs assistance. Please fill out the Voucher with **Their** information and attach either a business card or letterhead stating your position and the person's needs. We cannot help financially or in excess of what would be considered charitable help, but we can help clothe a family, provide small furniture items, blankets or other absolute necessities. We are in the business of being blessed by donations and in turn we want to bless those in need within our community. Please remember the Arc when you are Spring Cleaning or considering dropping off donations. Bless us with your thoughtful giving so that we can continue blessing others. Thank you!

-Mark Silversmith



  
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**Voucher for The Arc of San Juan  
County!**

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_

Please mark: (Yes/No)  
Change of Clothes: \_\_\_\_\_  
Blanket: \_\_\_\_\_  
Winter Jacket: \_\_\_\_\_  
Light Jacket: \_\_\_\_\_  
Duffle Bag: \_\_\_\_\_  
Sleeping Bag: \_\_\_\_\_  
Other: \_\_\_\_\_

All items requested are not guaranteed  
and are subject to availability within the  
Arc's discretion.

Please cut this portion and attach your business card or  
letterhead. Copy original as needed, please use  
discretion.

**Arc Motto:** If you've received a  
kindness, please give a kindness...

**Take it to the Arc!**