

May 23, 2011

[Name]  
[Address]  
[Address]

Dear [Name],

Thank you for your generous donation of \$AMOUNT to support Acterra's environmental and community-building activities.

Your contribution plays a vital role in our efforts to provide thousands of Silicon Valley residents with the support and opportunities they need to live sustainably, become environmental leaders, combat global warming and create and restore local habitats.

Two of the projects that your contribution helps support are the new High Energy Homes Program and our Arastradero Preserve Stewardship Project.

- The **High Energy Homes Program** aims to reduce energy consumption in homes where the average energy use is three times that of a typical Northern California home. High Energy Homes joins Acterra's original energy assessment program—Green@Home—that has already prevented over 1-million pounds in CO2 emissions, a primary contributor to global warming.
- The Palo Alto-based **Arastradero Preserve Stewardship Project** focuses on habitat restoration and environmental education in an effort to encourage widespread adoption of healthy land practices by the general public. Last year, nearly 1,000 students and other young people volunteered their time and learned about the ecosystem through this popular program.

We will continue to build these and our other programs, expanding them to reach more neighborhoods, schools, and community groups — with the goal of helping thousands more people in our region live sustainable lifestyles.

We appreciate your great support and commitment to our environment—we couldn't do the good work without you!

Warmest regards,

Michael Closson  
Executive Director

P.S. For more information on any of our programs, please visit [www.acterra.org](http://www.acterra.org).

*This letter will serve as the record of receipt of your gift. In accordance with IRS guidelines, please note that Acterra has provided no goods or services in exchange for this contribution. Acterra is a 501(c)(3) non-profit organization, Tax ID 23-7064937. Your gift is tax-deductible to the full extent of the law.*

May 23, 2011

«Gf\_CnBio\_Name»

«Gf\_CnAdrPrf\_Addrline1»

«Gf\_CnAdrPrf\_Addrline2»

«Gf\_CnAdrPrf\_City», «Gf\_CnAdrPrf\_State» «Gf\_CnAdrPrf\_ZIP»

Dear «Gf\_CnAdrSal\_Salutation»:

Each day we welcome those who come to this special place to fulfill a simple wish: to walk its gentle, winding paths and be surrounded by the splendor of the natural world. Others come to the Arboretum with a more spirited goal in mind—they jog, they run, they bicycle. Still others visit with watercolorbrush or camera in hand to capture the beauty of the native plants, trees, marshes and meadows taking home a memory of their time in the woods.

Our outreach to these diverse peoples would not be possible without the support of Arboretum friends like you. We are most grateful for your generous gift of «Gf\_Amount» to the Arboretum's 2010 Annual Appeal. Thank you.

Adkins Arboretum fills a critical role for our community. With a mission of fostering best stewardship practices and creative collaborations in pursuit of a healthier and more beautiful Chesapeake Bay region, the Arboretum strives to serve as a model for sustainable land management and ecological restoration.

Your gift helps the Arboretum accomplish its mission through conservation, outreach and education. Donations to our Annual Appeal also allow the Arboretum to offer a full array of engaging education programs that draw a diverse group of visitors and participants, who are emboldened with knowledge and awareness to enhance their backyards, their neighborhoods, and their communities.

I hope you will participate in this year's programs and events and that you'll share the Arboretum with friends and family. Thank you again. I look forward to seeing you at the Arboretum soon.

Best wishes,

*The Internal Revenue Service recognizes the Adkins Arboretum as a 501(c)(3) not-for-profit organization. Please note no goods or services were exchanged, and this donation is deductible to the fullest extent allowed by law.*

May 13, 2011

XXXXX  
XXXXXXX  
XXXXXXXXX

Dear Ms. XXXX,

You are improving the lives for more than two million adults and children living with arthritis and related diseases in our community. Thank you for your generous gift of \$XXXX received on XXX XX, 2011 to the Arthritis Foundation, Northern California Chapter.

At the Arthritis Foundation in 2011, we are providing our Life Improvement Series free of charge to underserved areas; dedicating \$1 million to new research focused on rheumatoid arthritis, and fully underwriting twelve brilliant high school students to participate in our Summer Science Internship program in the labs at Stanford University and University of California, San Francisco.

There is hope – for greater mobility, less pain and one day, a cure. Through your support, we are providing innovative research and programs that bring us closer to more effective treatments and a better quality of life for those living with arthritis.

We are truly grateful for your dedication to our mission – to enhance lives through leadership in the prevention, control and cure of arthritis and related diseases.

Thank you so much.

Sincerely,

XXXXXX XXXXX  
Director of Major Gifts

*No goods or services were provided in exchange for your contribution. The Arthritis Foundation, Northern California Chapter is an I.R.C. 501(c)(3) public charity and California non-profit public benefit corporation. Tax ID # 94-1212126. Please retain this letter for your tax records.*



<date>

<firstname><lastname>

<Address>

<city><state><zip>

Dear <firstname>,

Thank you so much for your donation of <amt> to the Austin Civic Orchestra on <date>.

We appreciate your generous support of the oldest community orchestra in Austin! Because of you, thousands of people from all walks of life will have the chance to hear our music. Since our beginnings in 1977, the orchestra has continued to advance our mission of providing affordable classical music to the Austin community. Eighty volunteer musicians play their hearts out, six times a year, for you. Thank you for joining us in creating some of the most beautiful orchestral music Austin has ever heard.

Our goal is to make a difference in people's lives through music. With the help of donations from supporters like you, our program will continue to grow and thrive! For your tax records, our ID number is 74-2119467. Unless you would prefer otherwise, your donation will be recognized in our season program book.

We hope to see you at our next concert, <dateofnextconcert> <placeofnextconcert>, at <timeofnextconcert>. If you'd like to tell friends about this concert, please use the enclosed postcards (postage paid) and let them know you'd like them to join you!

Very truly yours,

The Austin Civic Orchestra  
Kathleen Bohn  
Board President



Austin Civic Orchestra  
P.O. Box 27132, Austin, Texas 78755-2132  
512.782.9713      info@austincivicorchestra.org  
Sign up for our newsletter at [www.austincivicorchestra.org](http://www.austincivicorchestra.org)



On behalf of our doctors and cancer research team at the BC Cancer Agency, please accept our sincere thanks for your recent gift to the BC Cancer Foundation.

Your generous contribution is helping to maintain the momentum of progress in the field of cancer research here in British Columbia. While chemotherapy, radiation therapy and surgery are the standard treatments for cancer, your support is enabling us to develop innovative new treatment options that are giving hope to thousands of patients, particularly those with difficult-to-treat cancers.

Thanks to scientific advances over the years the chances for someone to recover from cancer are much better today than that of thirty, twenty, or even ten years ago. Survival rates are improving. Yet, cancer remains a major health threat to all of us.

The importance of your continued support cannot be understated. We need you and people like you to support our efforts if we are to increase survival rates for cancer even further in the next couple of years. Please appreciate that you are making a difference in the lives of people who are touched by cancer.

Once again, thank you for your generous support. If you ever have any questions, please feel free to call our office at (604) 877-6040. You may also wish to visit our website at [www.bccancerfoundation.com](http://www.bccancerfoundation.com) to learn more about how your support advances cancer research right here in British Columbia.

Thank you again for your support.

May 2, 2011

Dear ,

On behalf of over 130 youth who benefit from the programs of the Boys & Girls Clubs of Greater High Point-Central Club in Asheboro, we want to express our deep appreciation for your 2010 United Way designated donation of \$50 to go towards providing hope and opportunity to youth in the Asheboro community. It is the support of caring people that allows us to provide the guidance and opportunities needed to empower disadvantaged youth to overcome the obstacles and challenges in their young lives.

Does the Boys & Girls Club make a difference in the lives of young people? We ask you to judge for yourself. Our 2009-10 annual program evaluation provided continued evidence of our effectiveness. These are just a few examples of how your support improved the lives of children!

- Our academic intervention efforts were evaluated with **67** individual Club member report cards and they showed that **94%** of them maintained or improved average to above average grades.
- Another **16** students were referred to the Clubs by the school, because they were having academic problems, and **94%** of these youth maintained or improved average to above average grades.
- Club members also gave back to Asheboro by providing **795** hours of community service.

While we are proud of our young people and their accomplishments, there is still much work to be done to support these children and the ones following them. That is why your support is so important. In the months to come we will report the progress of our programs and Club members through our quarterly postcard. Please take a moment to read this publication, so that you can see how your investment is working in the lives of children.

Thank you again for your commitment to giving every child a chance to reach their full potential. If you have any questions, please do not hesitate to contact us.

Sincerely,

Holly Ferree  
Vice President of Development

*Boys & Girls Clubs of Greater High Point, Inc., is a tax-exempt 501(c)(3) organization #56-2094591. Financial information about this organization and a copy of its license are available from the State Solicitation Licensing Branch at (919) 807-2214. The license is not an endorsement by the State.*

December 30, 2010

Dr. and Mrs. Harry Killian  
2215 Old Lexington Rd.  
Asheboro, NC 27205

Dear Dr. and Mrs. Killian,

On behalf of over 130 youth who benefit from the programs of the Boys & Girls Clubs of Greater High Point-Central Club in Asheboro, we want to express our deep appreciation for your first donation of \$1,000 on a 5 year/\$5,000 gift to go towards providing hope and opportunity to youth in the Asheboro community. It is the support of caring people that allows us to provide the guidance and opportunities needed to empower disadvantaged youth to overcome the obstacles and challenges in their young lives.

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Thank you again for your commitment to giving every child a chance to reach their full potential. If you have any questions, please do not hesitate to contact us.

Sincerely,

Thomas Falgout  
President & CEO

*Boys & Girls Clubs of Greater High Point, Inc., is a tax-exempt 501(c)(3) organization #56-2094591. Boys & Girls Clubs of Greater High Point, Inc. did not provide any goods or services in consideration, in whole or part, for this contribution.*

August 27, 2009

Dear XXX:

Rumor has it that XXX has contributed some wonderful computer hardware to our Catholic schools. Thank you for the thoughtful gift, and for helping to keep our students where they should be in terms of technology.

You have a great team in XXX, XXX and others and I want you to know how much the support from XXX means to our work – and to me, personally.

Have a nice day.

Best regards,



December 14, 2010

Dear XXX,

On behalf of all of us involved with the Catholic schools—most especially the great students we serve—thank you for your awesome pledge of XXXXX to rebuild the XXXXXX. We are grateful for the first payment of XXXX from XXXX, which was received today.

In gratitude for this leadership pledge, we are honored to name the front first floor of the school in memory of XXXXX. This is a beautiful tribute to your family's friend who was a religious sister. We will be sure to confer with you on how the recognition plaque should read, once the renovations are underway.

We are doing all we can to raise the needed funds for the schools and your pledge has helped move us forward in a tremendous way! We have just begun to fundraise for this project and we already have more than \$XX toward a goal of \$XXX. Thank you for your early vote of confidence.

I enclose a small remembrance in gratitude for your support. The book was compiled from lessons that our students wrote on what constitute a good investment. When you look at the faces of our students in this book, you will see the goodness, beauty and potential that lies within each, it is clear that they are the best investment that we can make.

Thank you again for all you do for our Catholic schools and the many other important causes in our community. My best to both of you for a joyous and blessed Christmas season. I hope that we might arrange for you to visit the XXX campus in 2011 to see first-hand how your gift will be used.

Sincerely,

December 7, 2010

Dear XXXX,

How wonderful to get your email regarding your pledge of \$250,000 over five years to the XXXXX in support of the XXXX! Your gift will provide critical support that will help rebuild XXXX.

Our work with Catholic schools is reaching new heights every day; we have developed a comprehensive new educational model, including new academic and faith formation curricula, renovated buildings and infrastructure, improved teacher compensation and professional development and a new regional organization of schools that will mean stronger, better-financed Catholic schools. Our goal is that every child who wants to attend a Catholic school in our area—Catholic or not—will have that opportunity.

Thank you for your support. Adding the XXXX to your list of important causes means a great deal to us and to the students who are the ultimate beneficiaries of your generosity.

Sincerely,

October 2010

«Addressee»  
«Company»  
«Position»  
«Address1»  
«Address2»  
«Address3»  
«City», «StateCode» «ZipCode»

Dear «Salutation»,

**I AM CAMP.** And so is Paul, the camper who is now able to experience Camp Sea Gull because his family was awarded a Campership. *You have just given Paul a sense of possibility.*

**I AM CAMP.** And so is Keri, the counselor who is now more confident teaching others how to sail because she earned her US Sailing Small Boat Instructor certification—whose course and material fees are offset through the annual fund. *You have just empowered Keri to not only deliver quality instruction on her activity, but to also provide character-building experiences to her campers because of her personal successes.*

**I AM CAMP.** And so is Marcus, the Pamlico County elementary student struggling with math who is given small group support after school as a part of his Y-Learning program subsidized by annual fund dollars. *You have just provided resources for Marcus that were lacking before.*

**I AM CAMP.** It is you, a donor, who is strengthening the mission of Camp through the act of giving. *You have just given voice to these individuals, as well as hundreds of others who each have their own camp story.*

Your gift of \$«Amount».00 to the 2010/2011 CampAnnualFund makes an important impact on the lives of our campers, our programs, and our local community. In addition, gifts to our endowments as well as gifts to capital improvement work together with these annual contributions to assure a legacy of promise, one in which future generations will proudly declare: **I AM CAMP.**

On behalf of the children and families who benefit from your generosity, please accept our sincere gratitude.

Sincerely,

Henry DeHart  
Executive Director, Camp Sea Gull

Lynn Moss  
Executive Director, Camp Seafarer

Cash contributed	\$«Amount».00
Less economic benefit received	\$0.00
Amount tax deductible	\$«Amount».00

October 2010

«Addressee»  
«Company»  
«Position»  
«Address1»  
«Address2»  
«Address3»  
«City», «StateCode» «ZipCode»

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Executive Director, Camp Sea Gull

Lynn Moss  
Executive Director, Camp Seafarer

Cash contributed	\$«Amount».00
Less economic benefit received	\$0.00
Amount tax deductible	\$«Amount».00

DATE

## I AM CAMP

«Addressee»  
«Company»  
«Position»  
«Address1»  
«Address2»  
«Address3»  
«City», «StateCode» «ZipCode»

Dear «Salutation»,

**You are Camp!** And so is Emily, the camper who shares with us why she is so fond of her time at Camp:

*“At Seafarer, I experienced a magic that no matter who you are, where you come from, or what your religion or race is, Camp has a place for you. I left a better person with new lifelong skills . . . thank you so much for everything you have done, the atmosphere you have provided and the true magic you have added to my life.”*

Emily and I thank you for your gift of \$«Amount».00 towards your pledge of \$«PledgeAmount».00 to the 2010/2011 CampAnnualFund «Remark». Because of you, we are able to strengthen the mission of Camp: a mission that embraces differences and provides opportunity for every child—regardless of financial background—because the values of the Good Sport Award are lived by all.

Sincerely,

Lisa Blockus Brown  
Director of Annual Giving and Stewardship

Pledged amount	\$«PledgeAmount».00
Payments received	\$«AppliedAmount».00
Pledge balance	\$«PledgeBalance».00

To learn more about our annual, endowment, and capital initiatives, go to [www.seagull-seafarer.org](http://www.seagull-seafarer.org) and click on Camp Philanthropy.

May 10, 2011

NAME  
FOUNDATION  
ADDRESS  
CITY, STATE ZIP

Dear NAME,

On behalf of the children we serve, I would like to sincerely thank you and FOUNDATION for your generous gift of AMOUNT that we received on DATE.

This year we plan to offer critical advocacy services to at least 2,000 Harris County foster children with 46 staff members and more than 700 trained volunteers. Because of your generosity, these children will experience safety, love, hope and the promise of a bright future.

While we are extremely proud to have served more than 16,000 children in our 26-year history, we know our work would not be possible without the support of donors like you. Your generous donations have allowed us to speak up for children like...

*4-month-old Christy, who arrived at the hospital with three broken ribs and a broken collar bone. Her parents admitted they have a temper.*

*12-year-old Rachelle, whose mother beat her with a stick when she couldn't find her shoes. She told police her brother also beat her and her mom's boyfriend touched her inappropriately.*

*2-month-old Marcus, whose mother tested positive for cocaine, opiates, amphetamines, and benzodiazepines the day he was born.*

While these stories are heartbreaking, we take comfort in the fact that since 1984, we have provided a voice in the system to guide these children into safe, stable and permanent homes. While we were one of only a handful of Court Appointed Special Advocate (CASA) programs when we began, because of support like yours, we have grown to become the largest volunteer-driven CASA program in the nation.

Again, we'd like to thank you and the FOUNDATION for your donation. We appreciate your belief in our work and your great generosity. Together we are making a significant impact on the lives of Houston's most vulnerable residents.

Sincerely,

Sonya Galvan  
Chief Executive Officer

**Child Advocates, Inc. provided no goods or services in exchange for this donation.  
Please keep this acknowledgement; it is your tax receipt.**



<date>

<name>

<street address>

<city>, <st> <zip>

Dear <name>,

Thank you for your generous contribution. Please know that your support is more than an expression of compassion. It is an investment in research that will pay dividends in hope and healing to people around the world.

As you know, City of Hope is a unique research institution where our investigators are able to move scientific ideas from the lab to the patient's bedside at a pace unmatched at other institutions. This "translational approach" allows us to make advancements in medical research with unprecedented creativity, safety and speed.

The knowledge that the lives of millions are affected by disease is what drives us all to seek cures through innovation. Enlightened concepts translate into more effective treatments, which translate into hope. Your support gives that hope to millions of people with life-threatening illnesses.

Please know that you are always welcome to visit City of Hope. It would be most gratifying to show you how you are helping to realize a world free of disease.

Warmest regards,



<date>

<name>

<street address>

<city>, <st> <zip>

Dear <name>,

I want to personally thank you for your very generous support. You are making it possible for City of Hope to continue leading an exciting new era of translational research — rapidly transforming laboratory findings into clinical studies and dramatically reducing the time patients need to wait for effective new therapies.

I know you understand that at City of Hope we measure time as an opportunity gained or lost. Each moment is irretrievably precious. Too many people need better options and more cures right now. We believe these cures are within our reach, and we are dedicated to achieving them today.

That is why your partnership is so meaningful. You know that promising and bold new research can only succeed with the support of individuals like you, people who have the passion to help push forward the boundaries of medical inquiry. It is no exaggeration to say that your compassion is making lifesaving medical breakthroughs possible.

Please know that you are always welcome to visit City of Hope. It is our pleasure to show you how you are helping to realize a future free of life-threatening diseases.

Your dedication and leadership are making hope a reality.

Warmest regards,

May 9, 2011

Ms. Gift Donor  
1234 Donor Way  
Donorville, WI 12345

Dear Ms. Donor:

Through your gift, you are partnering with us to make a change and improve the health of individuals in our community. You have chosen to make a difference.

Thank you for your recent gift of \$xx.00 to Columbia St. Mary's Foundation in memory of Ms. Donor Friend to the Healing Gardens.

The Healing Gardens will provide a connection with nature to promote healing for patients and offer respite to families and caregivers. Our mission calls us to provide care to all health dimensions with equal attention to the physical, spiritual, and emotional well being - to treat body, mind and spirit. Together, we will make our community healthier for generations to come.

An acknowledgement of your sympathy will be sent to the family. Your generous gesture serves as a thoughtful tribute to the memory of a special person.

Again, thank you for making a difference and for your generous support over the past decade.

Your support will help fulfill Columbia St. Mary's mission of making a positive difference in the health status and lives of our patients, their families and our community, with special concern for those who are vulnerable.

In good health,

Lisa A. Froemming  
President/CEO  
Columbia St. Mary's Foundation

Thank you for your gift of \$xx.00 (credit card charged on 05/09/2011). No goods or services were exchanged; therefore, your gift is tax-deductible to the full extent allowed by law.

March 1, 2011

«Addressee»  
«Position»  
«Organization\_Name»  
«Address\_line\_1»  
«Address\_line\_2»  
«Address\_line\_3»  
«City», «State» «ZIP\_Code»

Dear «Salutation»:

Thank you for your recent contribution through the Combined Federal Campaign of \$«Receipt\_amount» to the XXXXXX XXX. Your gift to the XX YYY Fund helps us take advantage of timely opportunities to promote science and implement programs that respond to the diverse needs of the science community – and society at large.

If you would like to know more about XXXXX's activities or how you can become involved, please don't hesitate to contact the Development Office at (102) 340-000

We thank you again for your support and dedication to AAAS.

Sincerely,

Director of Development

May 23, 2011

«Addressee»  
«Organization\_Name»  
«Address\_Block»

Dear «Salutation»:

For more than 50 years Courage Center Camps have provided camping programs for people of all ages and physical abilities. Your recent gift of «Amount» helps make this exciting and unique camping experience possible. Thank you!

When 7-year-old Saxony Pohlman's physical therapist suggested she might benefit from going to Camp Courage, Saxony hated the idea. "I kept trying to figure out why my parents were *punishing* me. What had I done wrong?"

That was 11 summers ago. Now age 18 and a camp pro Saxony says, "Oh, my gosh, I wouldn't miss Camp for the world! It's fantastic!" While she enjoys all camp activities Saxony, who has cerebral palsy, "absolutely loves" tubing and horseback riding. Most of all Saxony loves the freedom of Camp – the freedom to do things "you probably can't do at home" and to interact with others.

The experiences at Courage Center Camps help campers like Saxony develop personal strengths like self-esteem, honesty, responsibility and self-reliance. Kids also have plenty of time to socialize and have fun in beautiful, fully accessible, resort-like facilities.

This past summer, Saxony was asked to talk to homesick 'newbies.' "After all, I know exactly what they're going through," she said, recalling her emotional first camping session. "It really helps to have a fellow camper understand and tell you it's OK to be homesick. I even tell them it's OK to be afraid: Camp is a new environment, and you can't possibly know what to expect. But I also tell them to have an open attitude. Think of time at camp as independence, because it really is. Be *yourself* and have fun. Embrace who you *are*."

As you can see, Courage Center Camps change lives. Your donation helps make our camps available to all who want to attend, regardless of ability to pay. Thank you for your continued support.

Sincerely,

Jan Malcolm  
Chief Executive Officer  
Courage Center  
[jan.malcolm@couragecenter.org](mailto:jan.malcolm@couragecenter.org)  
«Solicitor\_Name\_1»

*Please retain this receipt for your tax records. No tangible benefits were received in exchange for this gift.*

Date

Name

Company

Address

City, State, Zip

Dear:

Thank you so much for the donation of \$1,000.00 to Dallas Area Rape Crisis Center (DARCC). The Board of Directors and I are so appreciative of 'Corporation's name' gift.

With the financial undergirding from corporations like yours, as well as grants from foundations, individuals, and the government, we were able to provide hospital advocacy for 55 sexual assault victims, and 24 of their friends and family members in our first full year of service. Answering 305 calls through our crisis hotline, our staff and trained volunteers were able to help those who have survived sexual abuse navigate the difficult journey of healing from their trauma, along with 70 of their family and friends. Through the referrals from these support systems, our professionally trained therapists have counseled 60 traumatized clients to date.

We sincerely appreciate your corporation's support in giving victims of Dallas County a choice for services.

Sincerely,

Executive Director

JB/slt

Dear XX,

On behalf of all of us at Ella Baker Center for Human Rights, thank you for your recent contribution. Our work would not be possible without the support of community members like you.

Your gift allows the Ella Baker Center to connect economic and environmental justice, create opportunities for young activists, help reconnect families torn apart by the prison system and so much more. Through our campaigns and the work of our movement, the Ella Baker Center strives for a better future where all people and communities can thrive.

Please note that though our physical address has changed, all telephone and email contacts remain the same. In addition to our move, this year marks another milestone for the Ella Baker Center: Our 15<sup>th</sup> Anniversary. We hope that you will participate in our various events throughout the year, and join us for a formal celebration in September at the Annual Ella Awards.

Forward ever,



May 9, 2011

Donor Dan  
Donor Jill  
1234 Clinic Drive  
Vancouver, WA 98661

Dear Dan & Jill,

Thank you for making a difference at the Free Clinic of Southwest Washington. As the future of our Nation's health care programs remain uncertain, so do the programs offered locally in Washington and in Clark County. It is now, more than ever, that the Free Clinic needs support from donors like you to ensure low-income, uninsured individuals receive the quality health care they deserve.

In April, the medical clinic had 724 patient visits and the dental program had 189 visits. The dispensary filled 808 prescriptions – all for free. Each of these programs is 100 percent volunteer supported and in March, volunteers donated 2,300 hours of service. The Free Clinic continues to provide each of these quality programs to our community thanks to your belief that all people deserve to be healthy.

Enclosed you will find a thank you letter that was recently written by a Free Clinic patient. We hope you will remember that your gift really does make a difference not just to this individual, but to the thousands of patients the Free Clinic sees each year. On behalf of the patients, volunteers and staff of the Free Clinic, please accept our thanks and gratitude for your support.

Sincerely,

Barbe West  
Executive Director

**Save the Date:**

Free Clinic Classical Concert | Sunday, June 5, 2011  
RSVP [www.freeclinics.org](http://www.freeclinics.org) | 360.313.1388

DATE

NAME

Address

City, ST ZIP

Dear NAME:

Thank you for your contribution of \$XX on DATE to Gateway Rehab. Please retain this letter for tax purposes. We are grateful for friends, such as you, who invest in our efforts to deliver effective treatment for men, women, young people and families who are affected by addiction to alcohol or other drugs.

Our patients come to Gateway seeking to restore dreams shattered by chemical dependency and striving for new lives in recovery. With your help, we are able to give them the resources they need. The renewal of their hope and strength will benefit their families and our entire community in innumerable ways.

The epidemic of addiction to alcohol and drugs is not slowing down. Gateway is working to fight this disease on all fronts through our prevention, education, and treatment programs for adults and youth across our region, and we are finding success.

The support of community members like you goes a long way toward providing hope to our patients. In return, each life saved and each individual who is able to return to family, school, and work shines like a beacon into the despair of those who are still waiting to reach out for help.

At Gateway, we know firsthand that treatment works and your gift will help us bring that message to even more people who will benefit from our services. Thank you for showing that *Hope Has A Home* at Gateway Rehab.

Sincerely,

VP of Development or President & CEO

The official registration and financial information of Gateway Rehabilitation Center may be obtained from the Pennsylvania Department of State by calling toll free, within Pennsylvania, 1-800-732-0999. Registration does not imply endorsement.

IRS regulations require us to state that Gateway Rehabilitation Center did not provide you any goods or services in consideration of your contribution. Therefore, the entire amount of your donation may be tax-deductible according to the law.



December 31, 2009

Dear:

Thank you for your support through your recent gift of \$ to the Great Lakes Center for Youth Development. Your donation helps us continue to work with U.P. youth-serving and other nonprofit organizations of all sizes and missions that play a critical role in creating the kind of environment youth need.

For example, during our recent U.P. Nonprofit Conference, we had the great privilege of announcing the beginning of our “Strong Organizations – Strong Youth” (SOSY) program. Funding from the Compassion Capital Campaign Fund has paid for us to assist 50 organizations across the U.P. Response to this program was greater than we had ever imagined, and we had over 100 organizations apply for help.

In the past month, our youth development associates have been helping U.P. communities learn to use the results of the *Profiles of Student Life: Attitudes and Behaviors* survey. We held the Marquette and Alger Youth Summit which brought over 40 youth from across both counties together for a day-long exploration of their Youth Asset Report. At the Summit, the youth identified priority assets that they wish to address over the next two years. In Dickinson and Iron counties, we partnered with the Dickinson – Iron Healthy Youth Coalition to assist at their 11<sup>th</sup> Annual Youth Asset Celebration. School teams identified priority assets that they will work on in their schools during this next year. Early in 2010, we will facilitate a Youth Summit for Gogebic and Ontonagon youth to help them identify their priorities using their recently-released Youth Asset Report.

At the Center, we are able to witness the dedicated efforts of our youth-serving and nonprofit organizations across the U.P. Like you, we at the Great Lakes Center for Youth Development believe that it takes strong organizations in the U.P. to create and support a positive youth environment.

We are a 501(c)3 non-profit organization and your donation to us is tax-deductible. Feel free to keep this letter as a record for tax purposes. Thank you again for your gift and for helping us build -- *Strong Organizations...Strong Youth*.

Sincerely,

J  
President

December 14, 2010

<Name>  
<Organization/Affiliation>   -- *include this ONLY if it is a gift from an organization*  
<Street Address>  
<City>, <ST> <Zip>

Dear <Salutation>. <Last Name>:

On behalf of our staff, board and most of all, the people and organizations we serve, thank you for your generous gift of \$<donation amount> to the Great Lakes Center for Youth Development. When we talk about the “good news” in our region, you are among the important supporters of U.P. nonprofits helping to make it happen!

We’ve recently held celebrations to honor the youth serving and nonprofit organizations that participated in our Strong Organizations...Strong Youth Program to strengthen their operations. While we wanted to highlight their hard work and efforts, we repeatedly heard how thankful they were to receive the consulting and training through the program. There was such an air of excitement, gratitude and success that I wish I could have bottled it to share with you!

Maya Angelou once said, “I have found that among its other benefits, giving liberates the soul of the giver.” While a letter can’t share the passion and sentiment of these organizations, I trust you know how important your gift is to me, my staff and board and especially those we serve.

By contributing to the Great Lakes Center for Youth Development, you are taking an active role in supporting U.P. nonprofits and creating a healthy youth environment. We are a 501(c)3 nonprofit organization and your donation to us is tax-deductible. Feel free to keep this letter as a record for tax purposes.

Thank you, again, for believing in our mission and helping make the U.P. a great place to live.

Sincerely,

Judy Watson Olson, Ed.D.  
President

Tax Exempt Organization ID#38-3522344

{Date}

{Addressee}

{Address 1}

{Address 2}

{City, State Zip}

Dear «Salutation»:

Thank you for giving the gift of health. With your generous gift of \$xx to the Health Foundation, you help promote innovative solutions and transform lives. Tribute gifts are especially meaningful and we will be sure to notify {tribute name} of your heartfelt gift.

Donors like you make a difference every day. Your gift to the Foundation's Critical and Emergent Needs Fund helps turn ideas into life-changing solutions. You are improving the lives of patients like Gary Smith. Gary lives with several chronic illnesses and struggled to manage his many medications. Thanks to a donor-funded initiative, Gary now receives pre-packaged pill packs for all the medications he needs morning, noon and night. He and his wife have more time to enjoy life together. Thanks to you, many others like Gary can lead richer lives.

I would also like to welcome you into our Leadership Circle. You are a true partner in fulfilling our mission. As a donor at the {Leadership Circle level}, you will be among the first to hear about our progress and receive invitations to special events. When you visit Health facilities, you will see your name alongside other supporters on the Donor Honor Wall and also in the Foundation's Annual Report.

Thank you again for sharing our vision. With your support, lives will be changed for the better.

If you have any questions, please don't hesitate to contact the Foundation at 866-555-5555 or [foundation@xyz.org](mailto:foundation@xyz.org).

Many thanks,

Name, FAHP  
President

*This letter certifies that you have received no goods or services in exchange for your fully tax-deductible contribution, in accordance with IRS requirements. Please retain this letter for your records.*

May 23, 2011

«AF\_AddressName»  
«AF\_Organization»  
«AF\_Address1»  
«AF\_Address2»  
«AF\_City», «AF\_State» «AF\_Zip»

Dear «AF\_Salutation1»

"Without the Guild, I would most likely still be sitting in my home, unsure of what I could do next."

This quote from Maria, whose story we shared with you in our recent letter, is why the Guild exists. We know that vision loss is not an end of a life, but a new beginning. As Maria says, "It may be difficult and you may trip along the way, but you are stronger for the struggle and can accomplish so much with the help of the people at the Guild for the Blind."

Thank you for your donation of \$Amount. Your support will help to ensure that we will be there to help the next person who calls or walks through our doors, unsure of what they can do to learn to live their lives again.

Your generous gift will help expand our computer training center—creating new classes and reaching out to new audiences. It will help as we begin our new support group specifically for people with Diabetic Retinopathy next month. Your gift will be used to build these programs and all the other training we provide to help people like Maria regain their confidence and reclaim their lives as active, independent members of their families and their communities.

Thank you for your generous support and your belief in our mission and those we serve.

Sincerely

May 23, 2011

«CONS\_TITLE» «FIRST\_NAME» «MIDDLE\_NAME» «LAST\_NAME»  
«HOME\_STREET1» «HOME\_STREET2»  
«HOME\_CITY», «HOME\_STATEPROV» «HOME\_ZIP»

Dear «CONS\_TITLE» «LAST\_NAME»:

On behalf of the Board of Directors of the Hope & Heroes Children's Cancer Fund and the staff of the Herbert Irving Child & Adolescent Oncology Center at Columbia University Medical Center, thank you for your gift of \$«GIFT\_AMOUNT», received on «DONATION\_DATE» in honor of «TRIBUTE\_LAST\_NAME».

In our recent Annual Report, there is a quote from acclaimed author Anne Lamott which seems to speak to the experience of so many families that have heard the unforgettable words "Your child has cancer."

"Hope begins in the dark, the stubborn hope that if you just  
show up and try to do the right thing, the dawn will come.  
You wait and watch and work: You don't give up"

Each donation we receive brings the dawn ever closer, creating a world of hope and light for our patients and their families. Thank you again for supporting our efforts.

Best regards,

Heather Maloney  
Executive Director

*This letter will serve as a receipt for your contribution and an acknowledgment that no goods or services were provided in exchange for your gift.*

*Date*

*Addressee*

*Address 1*

*Address 2*

*City, State Zip*

*Dear Salutation:*

On behalf of Hospice of Cincinnati and our Board of Trustees, please accept our sincere gratitude for your recent contribution of *\$dollar amount* in memory of *memorial name*. We have notified the family of your gift.

Through the support of donors like you, Hospice of Cincinnati can continue to offer personalized, meaningful support to so many families and their loved ones. Our mission is to provide compassionate, professional and personalized care to the terminally ill and their families. We provide the physical, emotional, and spiritual care they need during the most trying of times. Rest assured that your generous gift will be put to good use.

Donations to Hospice of Cincinnati make it possible to offer a full range of programs, from expert symptom management and comfort care, to holistic options like music, pet, and art therapies to help patients live fully and appreciate the things they enjoy. Families are offered grief support, counseling, and memorial services commemorating their loved ones. Without your generosity, it would be impossible to offer the broad range of special services that mean so much to our patients and families.

Once again, we thank you for your generous support. We pledge our continued commitment to providing experienced, compassionate, comfort care to all those in need in our community.

Sincerely,

A handwritten signature in black ink, appearing to read "Sandra L. Lobert", with a stylized flourish at the end.

Sandra L. Lobert  
President & CEO  
Hospice of Cincinnati

*To comply with Internal Revenue Service regulations for gifts of \$250 or more, we are required to confirm that you received no goods or services in return for this gift and the entire amount is tax deductible. This letter is your official receipt. Please keep it with your tax records.*

April 18, 2011

Joe and Sally Donor  
123 Donor Drive  
Donorville, NC 28607

Dear Mr. and Mrs. Donor,

Thank you so much for your recent gift to the Hospitality House. The Hospitality House leadership joins me in our gratitude to you for your commitment to our mission to serve the homeless and those in need in the High Country.

This letter is to acknowledge your gift of \$15,000.00 dated April 6, 2011. Your gift will support Hospitality House in developing new programs and services to serve those experiencing homelessness in the High Country.

You will be pleased to know we are settling into the new shelter. Because of your support, residents will be able to take advantage of new services like computer skills training, on-site GED courses, mental health services, life skills, healthy living workshops and substance abuse counseling just to name a few. With this gift, you are helping people rebuild their lives.

Your support is greatly appreciated.  
Sincerely,

Lynne O. Mason, MSW  
Executive Director

Jill Kuykendall  
Director of Development

DATE

NAME  
POSITION  
ORG NAME  
ADDRESS  
CITY, STATE ZIPCODE

Dear SALUTATION,

On behalf of the many clients of ORG NAME, thank you for your generous gift of \$XX. We are deeply appreciative of your support, which will help five thousand job seekers this year to build their skills, to find jobs, and to support themselves and their families.

Thousands of people in our community face the harsh reality of a "jobless" economic recovery. At ORG NAME, we are assisting individuals from every walk of life. Some of our clients are seasoned professionals who thought they could go it alone, but have turned to us for help after months of fruitless job searching. Others are older adults who have never had to search for work before, but are suddenly encountering a new landscape of online applications, social networking and LinkedIn. Still other clients come to us with a range of barriers – disabilities, limited language skills, minimal experience and education – fearing that they don't stand a chance in an over-saturated labor market.

Thankfully, your generosity makes it possible for us to advance ORG NAME clients along the path toward meaningful jobs at good wages. From re-vamping a resume, to supporting a young person with disabilities through the college application process, to helping dislocated workers to re-train into a brand-new profession, your donation funds over two dozen programs to meet the varied needs of job seekers. We couldn't transform so many lives without your help!

Once again, please accept my gratitude for your gift. And if you know anyone who could benefit from our services, please call us at 415-782-6265.

Sincerely,

NAME  
Executive Director

---

*Tax info here. No goods or services were provided in exchange for this tax-deductible contribution. This is your receipt. Please retain it for your records.*



DATE

NAME  
POSITION  
ORG NAME  
ADDRESS  
CITY, STATE ZIPCODE

Dear SALUTATION,

On behalf of the many clients of ORG NAME, thank you for pledging your support to ORG NAME. We are deeply appreciative of your commitment of \$XX. Your gift will provide the opportunity for thousands of individuals to build their skills, to find meaningful jobs, and to support themselves and their families.

For over 37 years, ORG NAME has helped people from all walks of life to achieve self-sufficiency in good economic times and bad. Now more than ever, our clients turn to us for computer classes, job search workshops, one-on-one counseling and specialized training programs. As we strive to meet the needs of more people than ever before, your support is vital.

I have enclosed a commitment form and self-addressed envelope, and I encourage you to send us your gift at your earliest convenience. The prompt payment of your pledge will greatly assist us in meeting the needs of the thousands of job seekers we are serving in this critical time. Should you have any questions or concerns, please do not hesitate to get in touch with NAME, Director of Development, at 555-555-5555 or EMAIL ADDRESS.

Once again, please accept my gratitude for your continued commitment to transforming lives through work.

Sincerely,

NAME  
Executive Director

May 23, 2011

«Addressee»

«Add1»

«City», «State» «Zip»

Dear «Salutation»,

On behalf of *organization's* staff and Board of Directors, thank you for your recent «Amount» donation in support of the services we provide. Your generous gift will assist us as we reach out to more than 16,500 citizens of the Portland metropolitan area and beyond this year. Your support means the world to us and those that we serve.

Again, thank you for your generous gift.

Sincerely,

President/CEO

Note: This letter will serve as your receipt for your tax-deductible donation. *Organization* provided no goods or services in exchange for this gift.

May 23, 2011

«Addressee»

«Address\_Line\_1»

«Address\_Line\_2»

«City», «State» «ZIP\_Code»

Dear «Salutation»:

On behalf of *organization's* staff and Board of Directors, thank you for your recent pledge payment of «Gift\_Amount» in support of our services. We appreciate the trust you have shown in us by making a multi-year pledge as a member of the Circle of Wellness.

Your generous gift will assist us as we reach out to more than 16,500 people this year in the Portland metropolitan area and beyond. Your support means the world to us and those that we serve.

Again, thank you for your generous gift.

Sincerely,

President/CEO

Note: This letter will serve as your receipt for your tax-deductible donation. *Organization* provided no goods or services in exchange for this gift.

May 23, 2011

«Addressee»  
«Company\_Name»  
«Address\_Line\_1»  
«Address\_Line\_2»  
«City», «State» «ZIP\_Code»

Dear «Salutation»,

On behalf of *organization's* staff and Board of Directors, thank you for your recent donation of «Reference». As a private non-profit, it is through the generosity of individuals and corporations that we are able to continue to provide a wide range of quality services to people throughout the Portland metropolitan area and beyond. Your support means the world to us and those that we serve.

Again, thank you for your support.

Sincerely,

President/CEO

Note: This letter will serve as your receipt for your tax-deductible donation. *Organization* provided no goods or services in exchange for this gift.

# Adopt-A-Wish®

*"The mission of the Make-A-Wish Foundation® is to grant the wishes of children with life-threatening medical conditions to enrich the human experience with hope, strength and joy."*

## DATE

Name  
Company Name  
Address  
City, State Zip

Dear:

Wishes are only limited by a child's imagination. Every day, our volunteers meet wish children and ask them a very simple question, "If you could have one wish, what would it be?" Maybe it's not that simple of a question, It opens up a world of possibilities that include being able to go anywhere, have anything, be anything or meet anyone. Having the ability to make the answer to that question come true, however, is possible because of generous people like you, who participate in our *Adopt-A-Wish* program.

You made it possible for **wish child** to have **his/her** wish come true and for **his/her** family to experience *hope, strength and joy*. I could tell you about **his/her** wish but I believe the enclosed wish story will convey how you helped us *share the power of a wish*®.

Last year, we successfully granted 13,580 wishes, the most ever in our 30-year history. The average cost of a wish today stands at \$7,286 and your support of our *Adopt-A-Wish* program will help us achieve our goal of fulfilling over 13,000 wishes again this year.

I hope that you will take a moment to think about the impact you have made on **wish child** and **his/her** family. Time and time again we hear that a wish is not simply a gift, but much needed therapy for a family going through a very difficult time in life. We hear that just when the child with a life-threatening medical condition is exhausted mentally, physically and emotionally, a wish is granted and the child has the energy to continue battling their illness.

On behalf of **wish child** and the thousands of very courageous children who will *experience the power of a wish*® in the coming months, thank you for making wishes come true.

Sincerely,

Name  
Annual Giving and Grant Manager  
Make-A-Wish Foundation of America



May 23, 2011

«Addressee»  
«Organization\_Name»  
«Address\_line\_1»  
«Address\_line\_2»  
«City», «State» «ZIP\_Code»

Dear «Salutation»:

We smile every time we think of you, because that's what your recent gift to the Make-A-Wish Foundation® has brought to a child's face.

On behalf of everyone at the Make-A-Wish Foundation, I want to thank you for your recent gift of «Amount» on «Gift\_date» to the Make-A-Wish Foundation® of «Donor\_Intent\_1». Your generous support, combined with the heartfelt help of others, enables us to grant the heartfelt wishes of children like 12-year-old Tabitha.

A native of southern Florida – home of beaches, sunshine and palm trees – Tabitha wanted to have a true New York City experience like the kind she'd only seen in the movies. She felt like a celebrity when a stretch limousine arrived at her house to begin her five-day "New York Experience."

After flying to New York City, Tabitha and her family settled into a posh hotel located blocks from Central Park, Roosevelt Island and Times Square. When they weren't touring sites such as the Statue of Liberty and the American Museum of Natural History, Tabitha and her family enjoyed theater tickets to see no fewer than three Broadway shows. A carriage ride through Central Park completed Tabitha's Big Apple experience, just like the kind she'd seen on the big screen.

Your generosity made it possible for the Make-A-Wish Foundation to grant Tabitha's wish, along with the wishes of more than 13,580 courageous kids like her last year. We thank you for all you do to *share the power of a wish*®.

Best wishes,

Elizabeth LaBorde  
Vice President of Development

*For federal income tax purposes, this letter will serve to confirm that no goods or services were provided to you for this donation. Please retain this letter for your records.*

Date

Name

Address

City, State Zip

Dear Name:

Thank you! With your gift, and the gifts of nonprofit advocates like you, [Insert Org] is able to continue its efforts to provide specialized education and training programs, promote effective nonprofit trends and best practices, facilitate connections and collaborations throughout the state, as well as preserve and strengthen the sector through dedicated public policy and advocacy efforts. We appreciate your support of our work and your commitment to increasing the impact of nonprofits statewide.

This letter is to acknowledge your recent gift of \$XXX (check #XXX, dated [Insert Date]).

You should retain this letter for tax purposes. This letter further serves to verify that you did not receive anything of value in exchange for your donation; therefore, the entire amount of your donation is tax-deductible.

If it is your preference not to be recognized in acknowledgement materials (such as the Annual Report); please contact [Insert Name] in our development department via email at [Insert Email] or by phone at [Insert Phone].

We are grateful for your support and appreciate your commitment to [Insert Org]. We look forward to keeping you updated on how your gift is directly assisting and providing essential resources to hundreds of organizations helping them better serve thousands of citizens, enrich our communities, and improve our environment.

Sincerely,

[Insert Signature]

May 23, 2011

Nelson Mulling Riley & Scarborough, L.L.P.  
Thomas Moran  
3751 Robert M. Grissom Pkwy, Ste 300  
Myrtle Beach, SC 29577

Dear Thomas,

Thank you for your gift of \$500.00 to the National Multiple Sclerosis Society, Mid-Atlantic chapter in memory of Neil Ammons. Your generous contribution will fund local and national programs, as well as international research. I know your expression of sympathy to the family of Neil Ammons will be greatly appreciated. I am sure they join me in thanking you on behalf of those living with MS.

For over 60 years, the Society has provided hope and help for Americans with MS: hope through our extensive and promising local, national and international research programs, and help through client programs, which make daily life better for people with MS and their families. While there is no known cause or cure, this is an exciting time and one of great promise for people with MS. The National MS Society's accomplishments of the past 60 years are a direct result of generous gifts, like yours, to help end the devastating effects of MS.

With your help, the Mid-Atlantic Chapter continues to make a difference in the lives of 8,000 people with MS and their families in 33 counties of western North Carolina and the state of South Carolina. To meet the needs of people with MS and to end the devastating effects of multiple sclerosis, we depend on voluntary support and financial contributions from members, friends and the communities we serve.

Thank you for giving to the National MS Society, Mid-Atlantic chapter. If we can ever be of any assistance to you, please do not hesitate to call us at 1-800-477-2955.

Sincerely,

Suzanne Bland  
Executive Vice President of Development  
Mid Atlantic Chapter



This letter serves as a receipt for your contributions for tax deduction purposes, and in accordance with IRS regulations, will verify that no goods or services were provided to you in return for your gift.

May 23, 2011

Carolina PT Cruisers  
Tom Sommer  
PO Box 29771  
Charlotte, NC 28229

Dear Tom,

Your support of the National Multiple Sclerosis Society, Mid-Atlantic chapter is greatly appreciated. Your generous contribution will fund local programs and services. Thank you for your gift of \$3900.00

For over 60 years, the Society has provided hope and help for Americans with MS: hope through our extensive and promising local, national and international programs, and help through client programs, which make daily life better for people with MS and their families. While there is no known cause or cure, this is an exciting time and one of great promise for people with MS. The National MS Society's accomplishments of the past 60 years are a direct result of generous gifts, like yours, to help end the devastating effects of MS.

With your help, the Mid-Atlantic Chapter continues to make a difference in the lives of 8,000 people with MS and their families in 33 counties of western North Carolina and the state of South Carolina. To meet the needs of people with MS and to end the devastating effects of multiple sclerosis, we depend on voluntary support and financial contributions from members, friends and the communities we serve.

Thank you for giving to the National MS Society, Mid-Atlantic chapter. If we can ever be of any assistance to you, please do not hesitate to call us at 1-800-477-2955.

Sincerely,

Suzanne Bland  
Executive Vice President of Development  
Mid Atlantic Chapter

This letter serves as a receipt for your contributions for tax deduction purposes, and in accordance with IRS regulations, will verify that no goods or services were provided to you in return for your gift.  
Our Federal Tax ID Number is 56-6019372

May 23, 2011

Eunice Snook  
420 Ridge Rd.  
Newton, NJ 07860

Dear Eunice,

Thank you for your gift of \$20.00 National Multiple Sclerosis Society, Mid-Atlantic chapter in honor of Monica Snook. Your generous contribution will fund local and national programs, as well as international research.

For over 60 years, the Society has provided hope and help for Americans with MS: hope through our extensive and promising local, national and international research programs, and help through client programs, which make daily life better for people with MS and their families. While there is no known cause or cure, this is an exciting time and one of great promise for people with MS. The National MS Society's accomplishments of the past 60 years are a direct result of generous gifts, like yours, to help end the devastating effects of MS.

With your help, the Mid-Atlantic Chapter continues to make a difference in the lives of 8,000 people with MS and their families in 33 counties of western North Carolina and the state of South Carolina. To meet the needs of people with MS and to end the devastating effects of multiple sclerosis, we depend on voluntary support and financial contributions from members, friends and the communities we serve.

Thank you for giving to the National MS Society, Mid-Atlantic chapter. If we can ever be of any assistance to you, please do not hesitate to call us at 1-800-477-2955.

Sincerely,

Suzanne Bland  
Executive Vice President of Development  
Mid Atlantic Chapter

This letter serves as a receipt for your contributions for tax deduction purposes, and in accordance with IRS regulations, will verify that no goods or services were provided to you in return for your gift.

Our Federal Tax ID number is 56-6019372



May 23, 2011

Richard Moore  
Lancaster County School District  
300 South Catawba St.  
Lancaster, SC 29720

Dear Richard,

Your support of the National Multiple Sclerosis Society, Mid-Atlantic chapter is greatly appreciated. Your generous contribution will fund local and national programs, as well as regional & international research. Thank you for your gift of \$162.50.

For over 60 years, the Society has provided hope and help for Americans with MS: hope through our extensive and promising local, national and international research programs, and help through client programs, which make daily life better for people with MS and their families. While there is no known cause or cure, this is an exciting time and one of great promise for people with MS. The National MS Society's accomplishments of the past 60 years are a direct result of generous gifts, like yours, to help end the devastating effects of MS.

With your help, the Mid-Atlantic Chapter continues to make a difference in the lives of 8,000 people with MS and their families in 33 counties of western North Carolina and the state of South Carolina. To meet the needs of people with MS and to end the devastating effects of multiple sclerosis, we depend on voluntary support and financial contributions from members, friends and the communities we serve.

Thank you for giving to the National MS Society, Mid-Atlantic chapter. If we can ever be of any assistance to you, please do not hesitate to call us at 1-800-477-2955.

Sincerely,

Suzanne Bland  
Executive Vice President of Development  
Mid-Atlantic Chapter

This letter serves as a receipt for your contributions for tax deduction purposes, and in accordance with IRS regulations, will verify that no goods or services were provided to you in return for your gift.  
Our Federal Tax ID Number is 56-6019372

May 23, 2011

Helene Samek  
6201 Essex Ct.  
Woodridge, IL 60517

Dear Helene,

Your support of the National Multiple Sclerosis Society, Mid-Atlantic chapter is greatly appreciated. Your generous contribution will fund local and national programs, as well as regional & international research. Thank you for your gift of \$250.00 in support of our 2011 Walk MS.

For over 60 years, the Society has provided hope and help for Americans with MS: hope through our extensive and promising local, national and international research programs, and help through client programs, which make daily life better for people with MS and their families. While there is no known cause or cure, this is an exciting time and one of great promise for people with MS. The National MS Society's accomplishments of the past 60 years are a direct result of generous gifts, like yours, to help end the devastating effects of MS.

With your help, the Mid-Atlantic Chapter continues to make a difference in the lives of 8,000 people with MS and their families in 33 counties of western North Carolina and the state of South Carolina. To meet the needs of people with MS and to end the devastating effects of multiple sclerosis, we depend on voluntary support and financial contributions from members, friends and the communities we serve.

Thank you for giving to the National MS Society, Mid-Atlantic chapter. If we can ever be of any assistance to you, please do not hesitate to call us at 1-800-477-2955.

Sincerely,

Suzanne Bland  
Executive Vice President of Development  
Mid-Atlantic Chapter

This letter serves as a receipt for your contributions for tax deduction purposes, and in accordance with IRS regulations, will verify that no goods or services were provided to you in return for your gift.

Our Federal Tax ID Number is 56-6019372

May 2, 2011

Ron Cohen  
Acorda Therapeutics, Inc.  
15 Skyline Drive  
Hawthorne, NY 10532

Dear Ron,

Your support of the National Multiple Sclerosis Society, Mid-Atlantic chapter is greatly appreciated. Thank you for your sponsorship gift of \$5000.00 to support the 2011 Walk MS.

For over 60 years, the Society has provided hope and help for Americans with MS: hope through our extensive and promising local, national and international research programs, and help through client programs, which make daily life better for people with MS and their families. While there is no known cause or cure, this is an exciting time and one of great promise for people with MS. The National MS Society's accomplishments of the past 60 years are a direct result of generous gifts, like yours, to help end the devastating effects of MS.

With your help, the Mid-Atlantic Chapter continues to make a difference in the lives of 7,400 people with MS and their families in 33 counties of western North Carolina and the state of South Carolina. To meet the needs of people with MS and to end the devastating effects of multiple sclerosis, we depend on voluntary support and financial contributions from members, friends and the communities we serve.

Thank you for giving to the National MS Society, Mid-Atlantic chapter. If we can ever be of any assistance to you, please do not hesitate to call us at 1-800-477-2955.

Sincerely,

Suzanne Bland  
Executive Vice President of Development  
Mid-Atlantic Chapter

This letter serves as a receipt for your contributions for tax deduction purposes, and in accordance with IRS regulations, will verify that no goods or services were provided to you in return for your gift.

Our Federal Tax ID Number is 56-6019372

May 23, 2011

The T. Rowe Price Program for Charitable Giving  
Ann Allston Boyce  
PO Box 17115  
Baltimore, MD 21297-1115

Dear Ann,

Thank you for your restricted gift of \$1400.00 to the National Multiple Sclerosis Society, Mid-Atlantic chapter. Your generous contribution will fund our research initiatives.

For over 60 years, the Society has provided hope and help for Americans with MS: hope through our extensive and promising local, national and international research programs, and help through client programs, which make daily life better for people with MS and their families. While there is no known cause or cure, this is an exciting time and one of great promise for people with MS. The National MS Society's accomplishments of the past 60 years are a direct result of generous gifts, like yours, to help end the devastating effects of MS.

With your help, the Mid-Atlantic Chapter continues to make a difference in the lives of 8,000 people with MS and their families in 33 counties of western North Carolina and the state of South Carolina. To meet the needs of people with MS and to end the devastating effects of multiple sclerosis, we depend on voluntary support and financial contributions from members, friends and the communities we serve.

Thank you for giving to the National MS Society, Mid-Atlantic chapter. If we can ever be of any assistance to you, please do not hesitate to call us at 1-800-477-2955.

Sincerely,

Suzanne Bland  
Executive Vice President of Development  
Mid Atlantic Chapter

This letter serves as a receipt for your contributions for tax deduction purposes, and in accordance with IRS regulations, will verify that no goods or services were provided to you in return for your gift.



DATE

NAME

ADDRESS

CITY, ST ZIP

Dear NAME,

Your generosity, as always, is extraordinary! On behalf of Northlight Theatre's Board of Trustees, artists and staff, thank you so much for your recent gift of \$X with your subscription renewal to our 2011-12 season. Per your request, we will be sure to list your gift in our stagebill as XXXX throughout this and next season.

Northlight's 2011-12 season features an exciting collection of new work, audience favorites and some of the best artists Chicago has to offer. We are thrilled to be working with Stephen Schwartz, the current king of Broadway, on the Midwest premiere of *Snapshots*. You'll see classic comedy in Alan Ayckbourn's riotously funny *Season's Greetings*, which was last season's smash hit at London's National Theatre. E. Faye Butler is back in Northlight's third show of the season, *Black Pearl Sings!*, a stirring tale filled with rousing songs. The real Wisconsin estate of Alfred Lunt and Lynn Fontanne will come to life in the historically significant *Ten Chimneys*. And our final production, the Tony Award nominated *[title of show]*, will sensationally end our 37<sup>th</sup> season. We ask our audiences to take a journey with us through a wide array of styles and genres, to engage in the artistic process, and to fully explore the range of perspective that we have to present.

Much of this is possible due to your wonderful support. Your generous gifts have created opportunities for nurturing new playwrights, revisiting and re-thinking classic works, and hiring the best and brightest artists. Thank you for your enduring generosity.

We hope to see you at the Theatre soon!

Best regards,

BJ Jones  
Artistic Director

Timothy J. Evans  
Executive Director

September 23, 2009

«Addressee»  
«Organization\_Name»  
«Address\_line\_1»  
«Address\_line\_2»  
«City», «State» «ZIP\_Code»

Dear «Salutation»:

Thank you for your generous contribution of \$500.00 to the Oklahoma Heritage Association and Gaylord-Pickens Museum.

As an honored member of the Association & Museum, you belong to an organization that is dedicated to telling Oklahoma's story through its people. The Association honors those who make a difference in our state and provides education programs for Oklahoma students of all ages. Through the high-tech, interactive Gaylord-Pickens Museum we have the opportunity to showcase Oklahomans, past and present, who have impacted our state, country and world. Your support makes it possible for us to continue to preserve our state's history and share Oklahoma's pride.

**\$500** member benefits include:

- Annual admission pass to the Gaylord-Pickens Museum for two adults and household children 18 and under
- Four single-use guest passes to the Gaylord-Pickens Museum
- 25% discount on one-time rental of the Devon Classroom at the Gaylord-Pickens Museum
- 10% discount in the Museum Store
- Invitations to Association & Museum events
- Member discounts on programs and events
- Subscription to *Oklahoma: Magazine of the Oklahoma Heritage Association*, *Legacy* newsletter and *Heritage Headlines* e-update

Again, thank you for your support, and we hope to see you soon at the Gaylord-Pickens Museum!

Sincerely,

Shannon L. Rich  
President

The Oklahoma Heritage Association is a 501(c)3 non-profit organization. No goods or services were provided in exchange for your financial donation, and your contribution is tax-deductible to the extent allowed by law. Tax ID: 73-0784696

May 2, 2011

Ms. Pat Sample  
708 E 7th St  
Lamar, MO 64759

Dear Ms. Sample,

I hope you've enjoyed our programming so far this year! We've had many extraordinary programs on Ozarks Public Television – and there are many more to come! We have you to thank for helping make it possible! I am writing to express my sincere thanks for your most recent generous contribution of \$36. I just wanted to take a moment to let you know your renewed support is greatly appreciated.

We're able to purchase and broadcast our wide variety of programming such as *Antique's Roadshow*, *PBS Newshour*, *Masterpiece Classic*, *Sesame Street*, and *The Lawrence Welk Show* because of contributions from many friends and neighbors throughout the Ozarks. As you look through the current issue of your program guide, I trust that you'll find several programs you'll want to mark for viewing. A few of our highlights this month include the *National Memorial Day Concert*, *American Experience: Freedom Riders*, *Thoroughbred: Born to Run* and the return of *Masterpiece Mystery!*

As always, thank you for your support. We look forward to turning your investment into programs you won't want to miss!

Sincerely,

A handwritten signature in cursive script that reads "Lori Street".

Lori Street  
Membership Manager

P.S. If you happen to miss one of our programs, you may be able to view it on-line at [www.OPTV.org](http://www.OPTV.org).

May 23, 2011

Dear ,

Thank you for your support of ORGANIZATION and for your gift of \$X. I am appreciative of your commitment to help enhance the quality of life of those that depend on our services.

Since its founding in 1955, Penn Foundation has been characterized by a tradition of innovation and community responsiveness. Your generosity has enabled us to expand on these traditions, making a positive difference in the lives of the more than 10,000 individuals that seek hope and comfort at our agency.

The coming months will bring exciting changes to ORGANIZATION, and it is the support of our caring community that allows us to provide responsive programming. We are delighted to soon celebrate UPCOMING NEW PROGRAM OPENING DESCRIPTION.

What will never change is our commitment to providing excellent services to support the recovery of every person, and bringing hope and healing to those we serve.

Again, thank you for your contribution to ORGANIZATION.

Sincerely,

NAME  
President and CEO

ORGANIZATION NAME is registered with the Commonwealth of PA Department of Charitable Organizations. A copy of the official registration and financial information may be obtained from the PA Dept. of State by calling toll free (within PA) 800-732-0999. Registration does not imply endorsement.
--

Contribution was received without goods or services provided.

Visit our website at WEBSITE ADD to learn more about our services and events.



Dear Mr. Smith.

We here at [name of the organization] have received your generous gift of \$[amount].  
Thank you so much!

Because of your caring and generosity, people's lives in [location] will be improved.

In coming months we will keep you informed about the progress we are making, with  
your help, to enhance the environmental conditions in [location].

We wish you health and happiness in the New Year.

Respectfully,

Name

Title

Dear Ms. Smith,

On behalf of [name of organization] I would like to thank you for the kind donation of \$[amount]. Your gift will help us improve people's lives in [name of city or region].

In coming months we will keep you informed about the progress we are making, with your help, to enhance the environmental conditions in the city and the region.

Please feel free to check our website [URL] for services and events such as the [give one example with date].

With deepest appreciation,

Name

Title

May 16, 2011

«Addressee»  
«Address\_line\_1»  
«Address\_line\_2»  
«Address\_line\_3»  
«City», «State» «ZIP\_Code»

Dear «Additional\_Salutation»,

Thank you for your generous support as an Associate of the Philadelphia Museum of Art—especially this year that marks the group's 40<sup>th</sup> Anniversary and spotlights its vitally important role in sustaining the Museum over the past four decades.

Your contribution of «Amount» renews your Associates membership and supports the Museum's core mission: to share the riches of a world-renowned collection and present critically acclaimed exhibitions and programming. In short, the Museum's goal is to provide a total experience that offers inspiration and lifelong learning to our vast audience. Together with the receipt for your gift, you will find enclosed your new membership cards and an updated list of fifty museums and cultural organizations that offer reciprocal membership to the Associates.

In appreciation for your generosity, you will be recognized as «**Additional\_Addressee**» in the Museum's donor recognition materials and on the Associates donor plaque. If this information is incorrect, or if you have any questions regarding your membership or upcoming events, please contact XXXXXX.

Thank you again. As Associates, our annual gifts honor the past, support the present, and make possible the Museum's exciting plans for the future. We look forward to seeing you often at Associates events and activities throughout the year!

Sincerely,

Associates Co-Chair

Associates Co-Chair

Enclosures



February 17, 2011

«Addressee»  
«Address\_line\_1»  
«Address\_line\_2»  
«Address\_line\_3»  
«City», «State» «ZIP\_Code»

Dear «Salutation»,

Thank you for your thoughtful gift of \$«Amount», above and beyond your «Category\_1» membership, in support of annual operations. I am pleased to enclose a receipt for your records.

Your contribution helps the Museum advance an array of core priorities—from curatorial research and preservation of the permanent collection, to dynamic and informative exhibitions and educational programming. Support for operations ensures that the Museum remains a vibrant cultural resource by engaging the broadest possible audience.

I hope you will visit our website at [www.philamuseum.org](http://www.philamuseum.org) to see daily collection highlights, access information on current and future exhibitions, and learn about upcoming events. We are grateful for your generosity. Please join us soon—and often—to enjoy the many wonderful treasures the Museum has to offer.

Warmly,

XXXXX

*In recognition of your support, you will be listed as «**Additional\_Addressee**» in Museum publications, unless you specify otherwise by contacting XXXXX.*

May 23, 2011

<Name>

<Address>

<Address>

Dear <Name>,

Thank you for your wonderful gift to Physicians for Human Rights of \$x.xx which we received on ---.

For nearly 25 years, we have applied rigorous, scientific methods to investigate human rights abuses, and we have mobilized medical and health communities to advocate for justice.

On behalf of the vulnerable people whose lives we help protect, thank you for your support.

Sincerely,

<Signer>

Development Associate

P.S. For your records no goods or services were exchanged for your charitable contribution. Physicians for Human Rights is a qualified 501(c)(3) organization.

P.P.S. All donors who give \$250 or more in this calendar year will be listed in PHR's Annual Report (to be published in March 2012), and your name will be listed as it appears above. If you wish to make any changes, please contact PHR at -----or -----.

I am writing to gratefully acknowledge your generous contribution to the Foundation in support of . It is only thanks to your continued support that we are accelerating the world's most promising prostate cancer research and priming the pipeline for new, life-saving treatments for metastatic disease.

On the horizon is an exciting host of research opportunities that your support will make possible. Increased investment around PCF-funded discoveries such as the stem "cell of origin" for human prostate cancer; the 25 unique molecular subtypes of prostate cancer; and the groundbreaking sequencing of 7 whole prostate cancer genomes could help us develop more effective and efficient therapeutics to diagnose, treat, and prevent prostate cancer.

Mapping cancer types will enable treatment scientists to determine the potential severity of prostate cancers at earlier stages, bringing us closer to our single goal of ending death and suffering from prostate cancer. With your support, PCF is staking out even more new territory in the fight against prostate cancer in 2011 with the launch of a major round of research awards. We continue to recruit the talent and resources necessary to keep the pace with a rapidly changing research landscape.

The precious funds you have donated are invaluable to our continued successes. On behalf of our Board of Directors, and the nearly 16 million men battling prostate cancer worldwide today, we are deeply grateful.

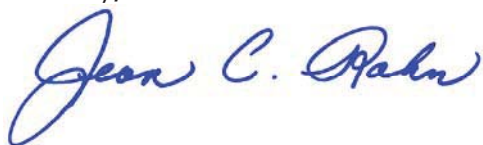
Dear FIRST NAME,

Thank you for your recent gift to the Southwest Washington Medical Center Foundation. I appreciate your willingness to help Southwest provide the highest quality medical care to all who enter our doors.

Because your gift solely supports Southwest Washington Medical Center, your gift may well benefit your own family, friends or neighbors. Many of our donors support patients at the beginning or end of their lives by giving to our neonatal intensive care unit or our hospice programs. Others provide support for new facilities and the latest medical technology. Still others support charity care for our region's most vulnerable residents. No matter which of our forty funds you support, rest assured that 100% of your gift will benefit your area of interest.

The Southwest Foundation is honored to count you among our donors and hopes you will continue to support Southwest Washington Medical Center in the years to come.

Sincerely,



Jean C. Rahn  
Executive Director

P.S. If this donation is in honor or in memory of a loved one the Foundation makes every effort to contact the family.

**TAX RECEIPT INFORMATION BELOW:**

**Donation Amount:**

**In Support of:**

**Date Received:**

**Tribute Type:**      in memory of

**Tribute Name:**

*In accordance with the 1993 Tax Act, it is noted that no goods or services were provided in exchange for this charitable gift of \$25.00.*



## 2010 Letter - \$10,000 or more gift/pledge/pledge payment

Date

Name

Address1

Address 2

City, State Zip

Dear Salutation:

One of the greatest privileges of my job has been discovering the dedication and generosity of donors to the UNC School of Medicine and UNC Hospitals. Your gift/pledge/pledge payment of \$xx to the FUND NAME is evidence of that dedication and a testament to your confidence in medicine at UNC. With these meaningful resources, we can improve lives across our state and advance leading edge medicine in our community and around the world.

As a public school of medicine and health center, UNC combines excellence in medicine with a strong commitment to service, but to maintain this legacy and continue to lead the way with innovative research, comprehensive medical education and high quality care for our patients, we must rely on private gifts such as yours. For these gifts and kind encouragement in a difficult economy, we are truly appreciative.

I am pleased to recognize you as a 2010-2011 member of the Co-Founders' – the annual giving society of The Medical Foundation of NC, Inc. that honors individuals who have given \$2,000 or more to any area of the UNC School of Medicine or UNC Hospitals between July 1 and June 30. You will also be honored for your annual giving by The University of North Carolina at Chapel Hill.

Thank you again for your thoughtful gift and for the exceptional medicine it makes possible at UNC.

Best regards,

President

**2010 Letter - \$2,000- \$9,999 gift**

Date

Name

Address1

Address 2

City, State Zip

Dear Salutation:

Please accept my personal thanks for your gift of \$xx to the FUND NAME. I appreciate that you are part of our community of private donors - those who have made an impact on the lives and health of others through their generosity to medicine at UNC. With significant support like yours, we are encouraged and sustained in our efforts to educate leading physicians and clinicians, provide quality patient care based on the latest science, and pursue world-class research to advance knowledge and improve the care of our patients.

I am pleased to recognize you as a 2010-2011 member of the Co-Founders' – the annual giving society of The Medical Foundation of NC, Inc. that honors individuals who have given \$2,000 or more to any area of the UNC School of Medicine or UNC Hospitals between July 1 and June 30. You will also be honored for your annual giving by The University of North Carolina at Chapel Hill.

Dr. William L. Roper, Dean of the UNC School of Medicine and CEO of UNC Healthcare, joins me in thanking you for your generosity. Your commitment in this challenging economy is especially meaningful, and I am grateful for your thoughtful gift and dedication to all those who depend on us for excellence in medicine.

Best regards,

President

**2010 Letter - \$1,000- \$1,999 gift**

Date

Name

Address1

Address 2

City, State Zip

Dear Salutation:

It is tremendously rewarding to witness firsthand the impact of private gifts like yours on the lives of our students and faculty, our patients and their families. Thank you for your thoughtful gift of \$XX to the XX Fund. Individual commitments create a community of support – helping us to train outstanding physicians and clinicians, to support the discovery of new treatments and advances in the prevention of disease and the promotion of health, and to provide caring and quality patient care.

We rely on the support and commitment of our alumni and friends to provide not only important resources, but the encouragement to further knowledge that will improve lives and deliver innovations in medicine to our local, national and global communities. Thank you again for your meaningful gift.

Your partnership with medicine at UNC provides important benefits for all those who depend on UNC School of Medicine and UNC Hospitals for leadership in medical education, medical research and health care.

Best regards,

President



**2010 Letter - \$1,000 - \$9,999 pledge**

Date

Name

Address1

Address 2

City, State Zip

Dear Salutation:

Each individual commitment to medicine has a lasting and personal effect on many people in our community and state. Please accept my personal thanks for your pledge of \$xx to the FUND NAME. We depend on the essential support of alumni and friends to assist the dedicated medical student striving to make a difference by becoming a physician, to provide quality, compassionate care for a patient coping with a medical crisis, and to support the innovative collaboration of renowned researchers as they work to further knowledge that will save lives.

Private support helps to keep UNC at the forefront of health care by providing resources for initiatives not funded or not fully supported by other sources, but yet are essential to distinguishing UNC School of Medicine and UNC Hospitals as leading public institutions. I appreciate your dedication to our mission of service to our students and faculty, our patients and our state. Your pledge and continuing partnership encourages us to strive for excellence in all we do at UNC School of Medicine and UNC Hospitals to promote wellness and improve health.

Best regards,

President

## 2010 Template Letter - \$1,000- \$9,999 pledge payment

Date

Name

Address1

Address 2

City, State Zip

Dear Salutation:

Your generosity has advanced an important initiative and I appreciate that you have made medicine at UNC a priority for your personal giving. Please accept my thanks for your payment on your pledge of \$xx to the FUND NAME. Your investment in the future of medicine at UNC has a significant impact for our communities. We are committed to finding solutions to local and global health concerns with programs designed to advance translational research, strengthen our excellent patient care programs, and innovate new tools for training healthcare leaders.

In a challenging economy, private support like yours is especially crucial to our efforts to further the knowledge and care that will improve the health of North Carolinians and all whom we serve. Thank you for your kind gift and meaningful support of UNC's tradition of service through medical innovation and quality care.

Best regards,

President

**2010 Letter - \$1-\$999 gift**

Date

Name

Address1

Address 2

City, State Zip

Dear Salutation:

Advancing the mission of medicine at UNC is both fundamental and profound: to improve the health and well-being of our state and its citizens. On behalf of The Medical Foundation of North Carolina, Inc., thank you for your gift of \$xxx to the FUND NAME. Through your gift you have demonstrated a personal commitment to the meaningful benefits of this mission. The generosity of friends and alumni to the UNC School of Medicine and UNC Hospitals helps those who come to us to heal, inspires achievement among our dedicated students and renowned faculty, and provides solutions for delivering exceptional care.

Private gifts like yours make an extraordinary difference in the health of our families and communities, in the education of the next generation of healthcare professionals, and in the discovery and delivery of new advances in care through medical research. Thank you again for your kind gift and investment in medicine at UNC.

Sincerely,

Director of Donor Relations

## 2010 Letter - \$1-\$999 pledge

Date

Name

Address1

Address 2

City, State Zip

Dear Salutation:

UNC School of Medicine and UNC Hospitals have as their mission a promise to the people of North Carolina and all those we serve – to strive for excellence in all we do to improve health in our communities and across the globe. But we can't fulfill that promise without the genuine support and personal investment of private donors. On behalf of The Medical Foundation of North Carolina, Inc., thank you for your pledge of \$xxx to the FUND NAME. Your pledge is a meaningful commitment that advances our leadership in medicine and builds on our legacy of service to our students, faculty, researchers and patients.

Thank you for being part of a community that supports our dedication to delivering patient-focused medical care with compassion and genuine interest in people and their families; who assists the innovative training of students, house staff and practicing professionals who will be at the forefront of healthcare; and helps to promote excellence in research that translates into improvements in patient care.

Your kind pledge and interest in medicine at UNC is greatly appreciated.

Sincerely,

Director of Donor Relations

## 2010 Letter - \$1-\$999 pledge payment

Date

Name

Address1

Address 2

City, State Zip

Dear Salutation:

Private gifts are essential to fulfilling our commitment to the people of North Carolina and for investing in medicine that will improve lives. On behalf of The Medical Foundation of North Carolina, Inc., thank you for your pledge payment of \$xxx to the FUND NAME. Your gift is a meaningful expression of support for all those in our community who depend on us – our patients and their families, renowned faculty and researchers, and tomorrow's health professionals.

Gifts to UNC School of Medicine and UNC Hospitals make an extraordinary impact – touching a life in need, inspiring achievement and providing possibilities for a better way of delivering care. We are truly grateful for your kind support of medicine at UNC as we strive to provide innovative medicine and exemplary service.

Sincerely,

Director of Donor Relations

February 7, 2011

John Doe  
PO Box 1234  
San Diego, CA 92111

Dear Mr. Doe:

On behalf of The San Diego Foundation, I would like to thank you for your generous gift of \$5,000.00 on March 28, 2011. This amount was added to the **Fund Name**.

In accordance with the IRS Code for acknowledgment of charitable contributions, this letter serves as your receipt. We have provided no goods or services in consideration for your gift, and we have exclusive legal control over the contributed assets.

Again, thank you for being a part of The San Diego Foundation.

Warm regards,

VP, Charitable Giving & Donor Relations

P.S. Please keep this letter with your tax records. Our tax identification number is 95-2942582.

Dear Donor,

Sending HUGE thanks and personal appreciation for your generous donation of \_\_\_\_\_ to Thompson Child & Family Focus. As we get ready to celebrate our 125<sup>th</sup> year, I wanted to take a minute and share one of the ways your gift impacts the newest members of the Thompson family at our Child Development Center.

The children recently spent several months learning about author and illustrator Eric Carle as part of our specialized art program. Students created art reflecting both the literary content and illustration style of the author and then proudly exhibited it in a recent Art Show. For the majority of these children, it was their first exposure to learning about the Arts.

Young hosts and hostesses took great pride and responsibility as they showed their parents and loved ones their “special creations.” My heart burst with joy watching them and I know you would have felt as much happiness as I for these budding artists. So on behalf of the children and families we serve, I thank you for your faith and commitment. Moments such as this would truly not be possible without supporters like you.

Warm regards,

Virginia R. Amendum  
President

P.S. I hope you enjoy the photo I’ve included of one of my favorite paintings. It shows two sea turtles and was created by one of our pre-kindergarten students, Conor.

January 19, 2011

Dear <Salutation>,

You are changing lives! Your recent gift of \_\_\_\_\_ to Thompson Child & Family Focus will help fulfill our mission to provide critical care and mental health treatments for hurting children and families throughout the year ahead.

Working together, the lives we change represent a sound investment for countless successful futures. Recent comments from our Thompson Family illustrate the daily victories that occur:

**"I feel at ease that my child is in a loving environment, and I mean loving.  
Thank you for providing a safe haven for children and families."**

*---Thompson parent*

**"What I like most about Thompson is how we talk at the end of the day."**

*---Thompson child*

**"I love my job because I have a chance to help children believe in themselves,  
to help them believe that they will be healed and conquer all of their obstacles!"**

*---Thompson staff member*

Thank you for your continued interest and great care. The Thompson Family continues to grow and flourish because of you.

All the best,

Virginia R. Amendum  
President



# TAX RECEIPT

June 17, 2010

Terri & Donald Dainsberg  
8977 Knollwood Drive  
Eden Prairie, MD 55347

Dear Mr. & Mrs. Dainsberg:

Thank you for your generous donation to the Warrick Dunn Family Foundation.

The Warrick Dunn Family Foundation is dedicated to providing opportunities for economically disadvantaged single parents and children who have demonstrated a commitment to achieve financial independence and stability.

Since 1997, the Foundation's Homes for the Holidays program has rewarded 97 single parents and 253 children and dependents for accomplishing the American Dream of first-time homeownership. For more information on how you are a champion in the lives of families, please visit the Foundation's website at: [wd-ff.org](http://wd-ff.org).

We look forward to your continued support. If you have any questions, or if you need any additional information, please contact us at (813) 964-0100.

Sincerely,

Jennifer J. Maxwell  
Executive Director  
Tax ID #: 42-1545318

Date: 5/3/10 Donation amount: \$10.00, Chk# 10012 Tax deductible amount: \$10.00 Category: Contribution
--

*A copy of the official registration and financial information for the Warrick Dunn Foundation may be obtained from the division of consumer services by calling toll-free, within the State of Florida, 1-800-HELP-FLA (1-800-435-7352). Registration does not imply endorsement, approval, or recommendation by the state. Please refer to number CH26656.*

Date

«Addressee»  
«Position»  
«Organization\_Name»  
«Address\_line\_1»  
«Address\_line\_2»  
«Address\_line\_3»  
«Address\_line\_4»  
«Address\_line\_5»  
«City», «State» «ZIP\_Code»

Dear «Salutation»,

On behalf of the Winona Health Foundation, I would like to thank you for your generous gift in the amount of \$\_\_\_\_\_ to the *Family Giving Campaign*. With your investment, you have joined many other generous colleagues who have invested in the future of the Winona Health Foundation.

Each year the Winona Health Foundation continues to advance its mission to gather, steward and distribute resources needed to support and advance the mission of Winona Health and its affiliates. Through your generosity we will be able to further carry out our mission and provide our patients, residents and their families with additional support throughout our organization.

Again, thank you for generous gift. Your support will make a positive impact on the lives of those needing our services.

With gratitude,

Executive Director of Development

Since you have received no goods or services in exchange for this contribution, the entire amount is tax deductible as allowed by law. Please retain this letter as your receipt.

Date

Name

Address

City State ZIP

Dear ,

On behalf of the patients and residents served by Winona Health, thank you so very much for your generosity and support. Your gift not only supports Winona Health financially but is an affirmation of Winona Health's mission to improve the health and well being of our family, friends and neighbors.

The future holds great opportunities and great challenges for Winona Health and the people we serve. Gifts such as yours will play an increasingly important role in our ability to adjust and adapt to the rapidly changing healthcare environment. Your gift and those contributed by many other generous friends, will provide Winona Health with the means to invest in new technology, improve access, and develop alternative ways of delivering care – and that is powerful.

At your request, your gift of \$ \_\_\_\_\_ will be used for \_\_\_\_\_. You have placed trust in us that your gift will be used wisely and as requested. If this designation is not accurate, please let me know.

With gratitude,

Executive Director of Development

*The Winona Health Foundation verifies no goods or services of value were exchanged in consideration of this gift. Please retain this letter as your receipt.*

Date

Name  
Address  
City State ZIP

Dear ,

The Winona Health Foundation is honored to receive your gift in MEMORY of NAME.

Your generous gesture serves as a thoughtful tribute to a special person while making a difference in how Winona Health serves our patients and residents.

An acknowledgement of your sympathy and kindness has been sent to the family.

With gratitude,

Executive Director of Development

**Gift Receipt**

The Winona Health Foundation is grateful for your contribution of:

Gift Amount:	«Amount»
Designation:	«Fund_description_1»

*The Winona Health Foundation verifies that no goods or services of value were exchanged in consideration of this gift.*

Donors \$1000 and up

<<Date>>

<<Address>>

Dear <<Donor>>,

Thank you for making an opportunity!

Each year, X publishes a list of those who have generously contributed to the organization in the prior fiscal year. We are currently working on our donor recognition listing and we would like to ensure that your name appears correctly in our Annual Report and x website.

Currently, we have your recognition preference as:

<<Name>> [or anonymous]

I will assume that this information is correct unless I hear otherwise from you. If it is not correct please indicate how you would like to be recognized in the box below by no later than Monday, May 30, 2011. Please print your name exactly as you wish it to appear, including your preference for Mr., Ms., Mrs., Dr., etc. of if you wish to be recognized as a couple or family (e.g. "Jane and John Lee" or "The Ann Jones Family").

☐ I wish to be recognized as (please print):

--

☐ I wish to be anonymous

We always respect the wishes of those who prefer to remain "anonymous." If you wish to be anonymous, your name will not be listed in the Annual Report or website and your request for anonymity will be treated respectfully.

Please do not hesitate to contact me should you have any further questions with regards to donor recognition by sending an email to Xe-mailX or call me at (xxx) xxx-xxxx ext. xxxx.

Thank you again for your generosity

Sincerely,

xxx

Manager of Stewardship and Accountability

Donors below \$1000

<<Date>>

<<Address>>

Dear <<Donor>>,

Thank you for making an opportunity!

Each year, x publishes a list of those who have generously contributed to the organization in the prior fiscal year. We are currently working on our donor recognition listing and we would like to ensure that your name appears correctly on the x website.

Currently, we have your recognition preference as:

<<Name>> [or anonymous]

I will assume that this information is correct unless I hear otherwise from you. If it is not correct please indicate how you would like to be recognized in the box below by no later than Monday, May 30, 2011. Please print your name exactly as you wish it to appear, including your preference for Mr., Ms., Mrs., Dr., etc. of if you wish to be recognized as a couple or family (e.g. "Jane and John Lee" or "The Ann Jones Family").

☐ I wish to be recognized as (please print):

--

☐ I wish to be anonymous

We always respect the wishes of those who prefer to remain "anonymous." If you wish to be anonymous, your name will not be listed on the x website and your request for anonymity will be treated respectfully.

Please do not hesitate to contact me should you have any further questions with regards to donor recognition by sending an email to xe-mailx or call me at (xxx) xxx-xxxx ext. xxxx.

Thank you again for your generosity

Sincerely,

xxxx

Manager of Stewardship and Accountability

<<Date>>

<<Address>>

Dear xUnited Way Contact Namex,

We are currently working on our donor recognition listing for the Annual Report or website we would like to recognize the United Way Donors who have generously given to us in the last fiscal year. I have attached a donor list of those individuals. I will assume that it is acceptable to list them as indicated on the attached unless I hear otherwise from you by Monday, May 30, 2011.

Thank you and if you have any questions please do not hesitate contact either by sending an email to xe-mailx or you can call me at (xxx) xxx-xxxx ext. xxxx.

Sincerely,

xxxx

Manager of Stewardship and Accountability

[Albany Medical College—Children’s Hospital Donation Receipt Letter]

Date

Addressee

Organization Name

Address Block

Dear Salutation,

On behalf of all our young patients and their families, I am pleased to thank you for your gift of \$ to the Children’s Hospital at Albany Medical Center.

Ours is the only hospital in the region that is a lifeline – 24 hours a day, 7 days a week – for seriously ill or injured infants, children, and teenagers. When challenged by extraordinarily difficult diagnoses, families from all over northeast New York and western New England know that this is the place to bring their children. We have the first-rate clinical specialists, advanced facilities, and research expertise necessary to treat the full range of childhood medical concerns, from neonatal care to emergency medicine, infectious disease to childhood cancer.

But our Children’s Hospital staff has another critical capability that makes an incredible difference. As one patient’s mother told us last year: “You can’t fake caring. They all care.”

Your gift tells us that you do, too. Thank you for helping Albany Med extend its warm embrace to the wonderful, brave children and their families who come here – in ever greater numbers – for the extraordinarily successful and compassionate care that distinguish the Children’s Hospital at Albany Medical Center.

Sincerely,

Bogus A. Name

Senior Vice President for Development

No goods or services were provided to you in return for your charitable contribution; the entire amount of your contribution is tax-deductible to the full extent otherwise allowed by law.



[Albany Medical Center—General Acknowledgment Letter]

Date

Addressee

Organization Name

Address Block

Dear Salutation,

Thank you for your gift of \$ on [date] to the [Fund Name].

As northeastern New York's only academic medical center, Albany Med is the unique provider of high quality and compassionate health care; nationally-recognized biomedical research; and outstanding education and training for physicians, researchers, and numerous health care professionals.

Our patient care is recognized among the best in the nation. Last year we saw more than 32,000 inpatients and 525,000 outpatients; among them were children. Many of the people who turn to us are those with the most complex medical conditions. They know they can rely on Albany Med to provide highly specialized life-saving care round the clock.

Like you, our patients know that the stellar health care for which Albany Med is known is the result of our three part mission - comes from not only of the cadre of dedicated medical staff at Albany Med, but of the medical college that attracts some of the most talented physicians to our area.

Our faculty physicians teach and guide the next generations of medical professionals, so that they will excel in their own careers in research and patient care, serving in their own communities. Our growing biomedical research program is earning national attention for its leading-edge initiatives.

Your support is vital to our success.

Thank you for your generous support of Albany Medical Center.

Sincerely,

Bogus A. Name

Senior Vice President for Development

No goods or services were provided to you in return for your charitable contribution; the entire amount of your contribution is tax-deductible to the full extent otherwise allowed by law.



Thank you for your recent gift to the Annual Fund at Beth Israel Deaconess Medical Center.

BIDMC's Annual Fund provides the Medical Center with a critical pool of unrestricted resources. This flexible funding allows us to invest in strategic programs, state-of-the-art equipment, and key recruitments—and to capitalize on unforeseen opportunities, like promising research.

Today, unrestricted support grows ever more important. The dedication and generosity of Annual Fund donors—like you—is what helps us continue to lead the nation in innovation, quality, safety, and compassion in health care.

Best wishes to you for a happy and healthy spring season.

2.

Thank you for your recent generous gift to the Annual Fund at Beth Israel Deaconess Medical Center. Your wonderful generosity is deeply appreciated by everyone at BIDMC—most of all our patients.

Thanks to donors like you, we can continue to provide the highest quality and most compassionate care for every patient every day, while also raising the bar for innovation and safety. I am so very grateful for your long-standing dedication and commitment to the Medical Center's success. We are truly fortunate to have you as a close friend and benefactor!

All best to you and your family for a lovely spring.

April 22, 2011

Mr. John Doe  
1234 Main Street  
Fort Worth, Texas 76100

Dear John,

Please accept this letter as an expression of my sincerest gratitude for your recent pledge to Cook Children's designated for the Endocrinology, Pulmonology and Gastroenterology floor in our new Specialty Clinics Building. As you know, our greatest need continues to be the expansion of our facility and your support ensures we will have ample space and resources to take care of children for many years to come. I am touched by your thoughtfulness and am excited to share with you the progress we are making as a result of the Fulfilling Our Promise campaign.

Our North Inpatient Tower is currently under construction and is expected to open this summer. This new tower will add 283,000 square feet and house 106 new NICU beds, 26 new Transitional Care and Rehab Care beds and 28 Hematology/Oncology beds. Construction of the outpatient Specialty Clinics Building and Ambulatory Surgery Center started last April and is scheduled to be complete in January 2012.

The expansion is a result of Cook Children's making a promise to improve the health of every child in our region through the prevention and treatment of illness, disease and injury. Increasingly, we are seeing patients from across the state and around the country. Our ability to respond to the needs of these patients is made possible because of partners like you.

Your support plays an integral part in our ability to serve more, build on the quality of care we provide and strengthen our family-centered services for which we have become recognized.

On behalf of the entire Cook Children's team and the patients we serve, thank you again for choosing to keep us close to your heart.

With highest regard,

John Smith  
President and CEO  
Cook Children's Health Care System

Date

Mr. and Mrs. Wonderful Donor  
<Address>

Dear Donor Salutation:

Thank you so much for your gift of \$<> to the Cooley Dickinson Hospital Annual Fund. We truly appreciate your generosity in response to our phone call and the letter from retired nurse and grateful patient <>. <By renewing your support, you are helping to improve lives, right here, right now><When making this first gift, we want you to know that your support will have a real impact and help to improve lives, right here, right now>.

Perhaps you or someone you love has received care here. Every year, over 81,000 residents of all ages receive care through the hospital's extensive services and programs. We want each patient and their family to have the best possible experience and the highest quality of care. It is the ongoing support from the community that can really make a difference in providing the critical resources needed to impact and even save lives.

Because of your generosity, Cooley Dickinson Hospital can retain highly trained and compassionate physicians, nurses and staff, who have access to the latest technology and provide care in updated, comfortable facilities. We all want to have a top-notch hospital close to home, and by giving, you are helping to make it happen.

Thank you again for your commitment and support of Cooley Dickinson and the health of our community. Together, we are building our future and improving lives.

Sincerely,

Name and Title

P.S. The tax-deductible amount above reflects the amount of your donation less the fair market value of any benefits received. Please retain this letter for your files, as it is required by the Internal Revenue Service to substantiate your gift.

DATE

Mr. and Mrs. Wonderful Donor  
<Address>

Dear Donor Salutation:

Thank you for your gift in support of the Healing Garden at Cooley Dickinson Hospital. A gift to the Healing Garden is a beautiful and lasting expression of your commitment to the health and well-being of our community that will benefit patients, their families, and their care givers for years to come.

Per your request, your **<brick option>** will read as follows:

XXXXXX

If you have any questions or changes, please be in touch at your earliest convenience.

The official opening of the garden was in August 2010. Bricks will be added to the walkway as we receive enough orders for the engraver to complete a block at a time. Our best estimation of when the next round of engraving will happen is in the early summer.

As we look forward, your generous support helps Cooley Dickinson further pursue our goals of providing the highest quality care and being a national model of community hospital excellence. Your gift makes a difference in making a great community even better. Thank you so very much.

Sincerely,

Name and Title



*The gifts that come from your hearts,  
Heal the hearts of others.*



Dear.....,

As an old year ends and a new one begins, many of us stop to consider what and who we have to be grateful for.



Our thoughts turning to what is most meaningful to us.

So, I would like to take to the time to let you know how profoundly grateful we are for the commitment you have shown towards .....

Without you we would not be able to bring healing and hope into the lives of those most in need.

Thank you for touching someone's life with your gift of caring.

My best wishes for the New Year.

Yours,



.....

No goods or services were provided in return for your generous gift of \$200.  
on 12/31/2010

??????? ??, 2009

«family\_contact\_name»

«family\_contact\_street»

«family\_contact\_city», «family\_contact\_state» «family\_contact\_zip»

Dear «family\_contact\_name»,

Enclosed is a list of gifts from the thoughtful people who have made donations in memory of your loved one, «lcchonrname». A commemorative gift to the Lombardi Comprehensive Cancer Center is a fitting tribute to your loved one, as it supports our vital mission to alleviate the suffering associated with cancer. Gifts are allocated for purposes as requested by the donors, as indicated on the enclosed list.

We will keep you informed periodically if we receive additional gifts in memory of «lcchonrname». If you have any questions or comments, please do not hesitate to call us at 202-687-2222. This number is staffed from 8:30 am to 5:00 pm Eastern Time, each workday.

Sincerely,

Joseph F. Teague, Jr.  
Senior Director of Lombardi Development  
Georgetown University Medical Center Advancement

Encl: Commemorative Gift Update



March ?, 2011

«DONOR\_CONTACT\_NAME\_starting\_101207»  
«ADDRESS\_NAMES»  
«HOME\_STREET1»  
«HOME\_STREET2»  
«HOME\_CITY», «HOME\_STATEPROV» «HOME\_ZIP»

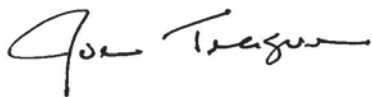
Dear «SALUTATION\_NAMES»,

On behalf of the Georgetown Lombardi Comprehensive Cancer Center, I thank you for your recent gift in memory of «IMO\_NAME». Commemorative gifts such as yours provide needed support for many kinds of discoveries at Lombardi.

Philanthropic giving enables researchers to pursue the development of revolutionary research techniques aimed at achieving earlier diagnosis, novel therapies, and the best possible care for our patients. Your support of «Cost\_Center\_Name» makes a vital difference as we continue our efforts to alleviate the suffering associated with cancer.

Again, thank you for your gift in memory of «IMO\_NAME». We will notify the family concerning your thoughtfulness. There is no doubt that your support and our treatments improve the quality of life for people who suffer from cancer, now and in the future. To them, your support is the gift of hope.

Sincerely,



Joseph F. Teague, Jr.  
Senior Director of Lombardi Development  
Georgetown University Medical Center Advancement

JT/nb

P.S. An official receipt will be sent under separate cover by our Office of Gift Processing.

P.P.S. For promptest attention, please mail correspondence and gifts to  
Georgetown Lombardi Comprehensive Cancer Center  
Attn: Office of Advancement  
3300 Whitehaven Street, N.W., Suite 4000  
Washington, DC 20007

{ DATE \@ "MMMM d, yyyy" }

{ MERGEFIELD Addressee }  
{ MERGEFIELD Address\_line\_1 }  
{ MERGEFIELD Address\_line\_2 }  
{ MERGEFIELD Address\_line\_3 }  
{ MERGEFIELD City }, { MERGEFIELD State } { MERGEFIELD  
ZIP\_Code }

Dear { MERGEFIELD Salutation }:

On behalf of the more than one million Henry Ford Health System patients and their families who benefit from the most advanced medical care available in the region, I would like to thank you for your generous { MERGEFIELD Amount }{ IF { MERGEFIELD Gift\_subtype } = "Securities" " stock" "" }{ IF { MERGEFIELD Gift\_type } = "Gift-in-Kind" " gift-in-kind" "" } donation on { MERGEFIELD Gift\_date } to the { MERGEFIELD Fund\_description\_1 }.

{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Art Van 50th"  
"Thanks to the generosity of Art Van Furniture and its chairman, Art Van Elslander, the 50<sup>th</sup> Anniversary Gala was an unforgettable evening of intrigue that benefited the Neuroscience Institute and Hermelin Brain Tumor Center of Henry Ford Health System. Proceeds from this spectacular event will help Henry Ford remain on the cutting-edge of advances in medical technology, research and education, and the breakthroughs in treatment therapies – all elements critical to sustaining the exemplary care that our patients need and deserve. In an atmosphere where patients come first, we ensure that medical expertise, hope, and compassion combine into a life-changing experience by applying innovative and promising solutions to treat neurological diseases and brain tumors." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Behavioral Health" "Henry Ford Behavioral Health Services is one of the nation's leading providers of comprehensive mental health and substance abuse treatment services, and includes Kingswood Hospital and Maplegrove Center. Kingswood offers inpatient care for children and adults experiencing acute episodes of mental illness as well as day hospital care. Maplegrove provides a nationally recognized chemical dependency program for adolescents and adults. Our treatment programs have achieved national acclaim, including the Joint Commission's prestigious *Ernest Amory Codman Award* and the American Psychiatric Association's *Gold Achievement Award*." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Benson Ford Fund"  
"The Benson Ford Fund provides seed money for research, new technology, community outreach and new operating systems that help Henry Ford Health System remain one of the nation's leading comprehensive, integrated health systems." "" }{ IF { MERGEFIELD

Acknowledgement\_Area\_1 } = "Corporate and Foundation" "More than \$60 million in annual funding is received from internal and external sources, including the National Institutes of Health (NIH), other governmental sources, businesses and private foundations. Henry Ford Health System ranks in the top six percent of all institutions receiving funding by the NIH and the U.S. Public Health Service." "" }

IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Cottage" "Serving the Grosse Pointes and other eastside communities since 1919, Henry Ford Medical Center - Cottage is a primary destination for a wide spectrum of outpatient and specialty inpatient services. The medical staff is comprised of leading community-based physicians as well as physicians of the nationally-ranked Henry Ford Medical Group. The Emergency Room at Cottage is open 24 hours a day, seven days a week and is ready for any emergency, sees patients faster than most ERs, and is able to treat very serious and even life-threatening concerns. Cottage's ER is staffed by board-certified Henry Ford Medical Group emergency medicine physicians and nursing staff who are certified in Advanced Cardiac Life Support with specialized emergency training." "" }

IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Dermatology" "For more than 80 years, Henry Ford Dermatology has been at the forefront of advancing patient care. From new medical and surgical treatments, cosmetic therapies, laser and ultraviolet light technologies, to biologic and research therapies, Henry Ford Dermatology offers patients state-of-the-art care for the complete range of conditions and diseases affecting the skin, tissue, hair, and nails. With board-certified dermatologists in every area, Henry Ford Dermatology is one of the largest departments of its kind in the world." "" }

IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Dining with the Masters" "This unique evening will bring together some of metro Detroit's finest chefs, preparing a four-course gourmet meal tableside. Chefs will incorporate their creative talents in creating a one-of-a-kind *tablescape*, making each table as unique as the custom menu. Each course will also be paired with a hand-picked wine selection specially chosen by the chef to perfectly complement the dish." "" }

IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Downriver" "Henry Ford is committed to serving the Downriver region and surrounding communities of southeast Michigan. At the center is Henry Ford Wyandotte Hospital. With our nearly 600 skilled physicians we treat more than 74,000 people in our emergency department, perform more than 19,000 surgeries and admit more than 18,000 patients each year. Nearby is Henry Ford Medical Center – Brownstown, a state-of-the-art health center built to serve the residents of southern Wayne and northern Monroe counties. Also in Brownstown is the Josephine Ford Cancer Center – Downriver, offering world-class cancer treatment and support groups." "" }

IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Education" "Medical education is critical to the quality of health care. Henry Ford Health System is a state, regional and national leader in education for medical students, interns, residents and fellows, and the continuing education of faculty, affiliated physicians, nurses and allied

health professionals. An important component to this is our 12,000-square-foot Center for Simulation, Education and Research (SIM Center) at Henry Ford Hospital. The most advanced facility of its kind in Michigan and one of the largest in the United States, the SIM Center provides our physicians and other health care professionals a risk-free environment where state-of-the-art computers and mannequins simulate hundreds of medical conditions, allowing them to practice and augment their skills." "" }

IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Emergency Medicine" "When you or someone you know is facing a serious health emergency, Henry Ford can provide the care needed at one of our nine Emergency Rooms throughout metro Detroit. The Emergency Department in our flagship hospital, Henry Ford Hospital, is a nationally recognized leader in patient care, education and research. This Level 1 Trauma Center can handle the most severe injuries and complications, and provides care for nearly 100,000 patients each year." "" }

IF { MERGEFIELD Acknowledgement\_Area\_1 } = "ENT" "Otolaryngology, more commonly referred to as Ear, Nose and Throat, is a field of medicine that treats those three areas and is the oldest medical specialty in the United States. At Henry Ford, ENT physicians, audiologists and staff are among the most active and highly regarded in the nation, consistently being cited by the *America's Top Docs*, *Consumer Guide to Top Docs* and *Best Doctors in America*. Henry Ford's Department of Otolaryngology handles nearly 50,000 outpatient visits and performs more than 3,000 surgical procedures each year." "" }

IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Event Sponsorship" "Event sponsorship helps Henry Ford Health System raise funds for important health care services, research and education. Fundraising, donor cultivation, recognition and educational events all play an important role in developing new relationships with individuals and corporations, while nurturing relationships with existing donors of the System. Special events also help to promote the programs and services that we provide to the residents of southeast Michigan." "" }

IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Events" "Henry Ford Health System events not only raise funds for important health care services, research and education, but also help to promote the programs and services that Henry Ford provides to communities in southeast Michigan." "" }

IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Eye Care Services" "Established more than 75 years ago, Henry Ford Eye Care Services is one of the largest practices in the United States and provides convenient, high-quality and compassionate care to more than 125,000 patients each year. The department is currently involved in clinical trials ranging from glaucoma to refractive surgery and retinal research to quality of life issues involving visual function. Henry Ford is committed to training the next generation of ophthalmologists. Our top-notch graduate medical training program prepares five new residents and up to five fellows each year to provide the highest quality care that is expected at Henry Ford Eye Care Services." "" }

IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Grand Ball" "The inaugural *Grand Ball*

was an unprecedented night of celebrating 95 years of world-class health care and accomplishments at Henry Ford Hospital. In addition, we also recognized and honored philanthropic volunteers and employees who contribute to making Henry Ford Hospital the premier health care leader in southeast Michigan and beyond. Detroit Mayor Dave Bing and other special guests joined Henry Ford Health System leaders for a very special celebration!" "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Healing Art" "Henry Ford Health System's Healing Art program uses art to promote health and healing by enhancing the physical environment for everyone using Henry Ford hospitals and medical centers. The program's goal is to create hopeful surroundings in care delivery rooms and waiting areas within which patients can heal and recover, visitors and their families can experience relief from stress, and staff can better care for patients' needs." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Heart and Vascular Institute" "The Edith and Benson Ford Heart & Vascular Institute is ranked among the top cardiac centers in the nation by *U.S. News & World Report* and has earned Blue Cross Blue Shield's *Cardiac Care Center of Excellence* designation. Established in 1946, the cardiac training program is one of the nation's oldest and the first in Michigan. It boasts heart transplant survival rates that are the best in the state, as well as significantly above the national average. With your help, the Edith and Benson Ford Heart & Vascular Institute has grown to treat more than 114,000 patients each year." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Henry Ford Health System" "Henry Ford Health System is one of the nation's leading comprehensive, integrated health systems. It provides financing and health care delivery, including acute, specialty, primary and preventive care services backed by excellence in research and education. From our flagship hospital in Detroit to our hospitals in Wayne, Oakland and Macomb counties, Henry Ford is committed to improving the health and well-being of a diverse Michigan community." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "HFH" "Henry Ford is dedicated to its future and the communities it serves, investing more than \$310 million in Henry Ford Hospital and Health Network. This includes the Henry Ford II Pavilion expansion at Henry Ford Hospital. The two-floor addition houses 80 new private patient rooms including 20 intensive care rooms. Designed with a home-like setting in mind, each private room comes with natural maple wood accents, a flat screen television, wireless internet access, soothing colors and modern furniture, creating a more comfortable environment in which to receive care." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "HFH Golf Outing" "Henry Ford Hospital has a long history of making its services accessible to people who cannot afford medicine or health care costs. The *Henry Ford Hospital Golf Outing* raises awareness and support for the Tom Groth Patient Medical Needs Fund. This important fund provides care, medication, equipment, medical supplies and social services to thousands of uninsured and underinsured patients throughout southeast Michigan." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Hospice" "The unique philosophy of

Hospice is built on a foundation of symptom control, pain management and comfort care when cure is no longer an option. Henry Ford Hospice is dedicated to providing compassionate hospice care of the highest quality to serve the needs of terminally ill patients and their families. Effective methods of care allow patients to remain alert and to live as full and comfortable a life as possible. Hospice emphasizes human values that go beyond the physical needs of the patient, and hospice team members are trained to address emotional, psychological and spiritual needs of the patient and family members."

"" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Josephine Ford Cancer Center" "Josephine Ford Cancer Center is an international leader in the research, detection and treatment of cancer. Our multidisciplinary program provides patients and their families with everything needed to prevent, diagnose and treat cancer. JFCC has attracted patients from around the world, and physicians worldwide now offer diagnostic and treatment methods that were pioneered here." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Jump"

"Your support during *Jump, Jive & Wail!* will benefit the psycho-oncology treatment programs of the Josephine Ford Cancer Center. With the help of this program, even the most severely distressed patients and their loved ones find adaptive ways to cope with the challenges of living with cancer. The JFCC provides a full continuum of care that spans prevention, early diagnosis and support programs, including palliative care." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Macomb Golf"

"The 2011 *Macomb Golf Classic* will be held at the historic Detroit Golf Club in Detroit, Michigan. Attendees will enjoy a continental breakfast, a skills clinic, lunch, 18 holes of golf, cocktail reception, dinner program, games, prizes, and more! Your participation in the *Macomb Golf Classic* will help us in our mission to reach and serve the thousands in Macomb County who need our help." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Macomb Hospital Clinton"

"Henry Ford Macomb Hospital in Clinton Township is a 349-bed hospital that provides comprehensive, acute care. Specialty services include a Heart & Vascular Institute, cancer care center, and birthing center with 18 labor, deliver, recovery and post-partum suites. The hospital also has a 42-bed inpatient rehabilitation program, an ambulatory and minimally invasive surgery center and leading diagnostic imaging." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Macomb Hospital Warren"

"The 203-bed Henry Ford Macomb Hospital in Warren is one of the major osteopathic health care providers in Michigan, and the oldest osteopathic training hospital in the state. It offers a full range of clinical services, including general medicine, surgery, inpatient and outpatient rehabilitation, ambulatory surgery, a bariatric surgery center, hospice care, 24-hour emergency care and the region's first Acute Care of the Elderly (ACE) unit focused on patients 65 years and older."

"" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Macomb Hospitals" "Henry Ford Macomb Hospitals was formed in 2007 to reflect Henry Ford Health System's vision of creating a truly comprehensive, leading health care delivery structure for Macomb



County and surrounding areas. With three hospitals, five health centers, more than 20 employed physician practices and numerous outpatient facilities, Henry Ford Macomb Hospitals is recognized for its superior care and advanced clinical services. More than 4,500 employees and 1,000 medical staff members support the delivery of inpatient, outpatient and community-based programs to those we serve." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "MDSF" "Our annual event to raise awareness and funds for breast cancer research and treatment will once again be held at the beautiful Shenandoah Golf, Banquet & Country Club. We are excited to have award-winning actress, singer and breast cancer survivor Ann Jillian as this year's keynote speaker. There will be boutique shopping before and after the luncheon as usual, but this year's event will also include an exciting new feature as we introduce half hour Education Sessions beginning at 9 a.m. Sessions will focus on women's issues and will be led by Henry Ford Medical Group physicians. Proceeds from *Mothers, Daughters, Sisters and Friends* will benefit the Francee & Benson Ford, Jr. Breast Care and Wellness Center." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Medallion" "The Rio de Janeiro Carnival served as the inspiration for our incredible black-tie event, with dinner and dancing to the music of *Intrigue* making this a memorable night for all! In addition to honoring staff, physicians, volunteers and community partners, this unique event raised important dollars for Trauma Services at Henry Ford Macomb Hospitals." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Men Who Cook" "Presented by Sparky Anderson's CATCH Charities for Children, our chefs will be dishing it out...Hollywood style! *Men Who Cook* is a fun-filled but important event that showcases the culinary talents of male employees from Henry Ford Health System and other companies across metro Detroit. Proceeds benefit the Tom Groth Patient Medical Needs Fund which provides health care, medication, equipment, medical supplies and social services to thousands of uninsured and underinsured Henry Ford patients throughout southeast Michigan. In 2010, Henry Ford provided more than \$200 million in uncompensated medical care." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "NCFN" "The Neighbors Caring for Neighbors Clinic provides medical care to uninsured, low-income Macomb County residents of all ages. It offers primary care, school or pre-employment physicals, and management of chronic illness such as diabetes or high blood pressure. The clinic is staffed by nurse practitioners who work in consultation with physicians and other professionals from Henry Ford Macomb Hospitals. The Neighbors Caring for Neighbors Clinic has saved hospitals hundreds of thousands of dollars in emergency costs by providing care to the community." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Nephrology" "Henry Ford's Division of Nephrology & Hypertension is a national leader in treating patients with chronic kidney (renal) disease at all stages, complications from diabetes, kidney stones, hypertension (high blood pressure) and electrolyte disorders, and kidney and pancreas transplant recipients. The Nephrology Program at Henry Ford Hospital has once again been

ranked as one of the top 50 hospitals for treating kidney disease by *U.S. News & World Report*." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Neuroscience Institute" "Henry Ford Neuroscience Institute is one of the nation's top centers for neurological diseases. These can impact the brain, spine, spinal cord, muscles, nerves, balance, speech and other senses. It brings together the best in diagnostic, medical, interventional, and surgical expertise to provide state-of-the-art diagnosis and treatment of neurological diseases. We are proud that the Henry Ford Neuroscience Institute earned the Center of Excellence designation by NeuroSource, Inc. in 2006, ranking among the top 10 percent of more than 150 neuroscience centers in the country." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Orthopaedics and Rehabilitative Medicine" "The Henry Ford Department of Orthopaedics and Rehabilitative Medicine is a multidisciplinary program dedicated to the prevention, diagnosis and treatment of disorders of the musculoskeletal system. We are proud to be health care providers to the Detroit area's premier sports programs including professional, collegiate and high school athletes." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "PMNF" "Henry Ford Hospital has a history of making quality care accessible to those in need, regardless of their ability to pay. The Tom Groth Patient Medical Needs Fund provides health care, medication, equipment, medical supplies and social services to uninsured and underinsured patients throughout southeast Michigan. In 2010, Henry Ford provided more than \$200 million in uncompensated medical care." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Pediatrics" "The pediatricians at Henry Ford are committed to the health of infants, children and teens. Our pediatricians specialize in treating the full range of common to complex childhood medical conditions including common childhood illnesses, chronic conditions, and specialty pediatricians for when advanced medical and surgical care is required. Henry Ford Pediatrics also offers same-day appointments when children are ill, programs to build healthy lifestyles to prevent or overcome obesity, and student access to health centers in 11 Detroit and suburban schools through the School-Based and Community Health Program." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Radiation Oncology" "Patients of the Henry Ford Radiation Oncology department receive care from a team of professionals from 20 specialties whose capabilities reach beyond the scope of radiation oncology to fight a variety of cancers. Members of the Radiation Oncology department continually strive to provide patients with the best possible treatment by actively pursuing new options and special procedures to complement current radiation therapies." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Rare! and Vin Voyage" "*RARE!* and *Vin Voyage* – two incredible events and one spectacular evening that promises a very special journey in wine and cuisine while raising funds to support the Multidisciplinary Spine Program at Henry Ford West Bloomfield Hospital. This program offers patients the combined expertise of neurosurgery and orthopaedic spine surgery to treat all



disorders of the spine and spinal cord, and traumatic injury to the spine and brain. Henry Ford's multidisciplinary team performs state-of-the-art diagnostic studies and medical, interventional, and surgical services, with an emphasis on minimally invasive surgery and complex spine reconstruction techniques. Your support during these events will help sustain this important work." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Red Heart Blues" "This exciting event helped raise funds for our critical cardiovascular Center of Excellence that treats more than 114,000 patients each year and is ranked among the top cardiac centers in the nation by *U.S. News & World Report*. Our team of specialists and sub-specialists have decades of experience in the evaluation and treatment of irregular heartbeats, heart failure, heart attack, heart surgery and other cardiac disorders." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Research" "Henry Ford physicians, scientists and academicians are working hard to discover new and better ways to diagnose and treat diseases and illnesses. More than \$60 million in annual funding is received from internal and outside sources, including the National Institutes of Health (NIH), other governmental sources, businesses and private foundations. Henry Ford Health System ranks in the top 6 percent of all institutions granted funding by the NIH and the U.S. Public Health Service." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "SandCastles" "The SandCastles Grief Support Program provides grieving children and families the opportunity to come together for nurturing and strength as they learn to cope with the loss of a loved one. SandCastles works to provide a safe and comforting environment for children and teens, ages 3-18, to grieve their loss and to find within themselves their natural capacity to heal. SandCastles also conducts an annual bereavement camp in the summer for grieving children and teens called Camp Erin. Since its inception in 1997, SandCastles has served almost 2000 families throughout southeast Michigan." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Shoot For a Cure" "This year's *Shoot For a Cure* brought the excitement and flavor of New York City to Motown with music, entertainment and a strolling dinner catered by Andiamo Warren. Proceeds from this one of a kind event will help fund research in many disciplines, including neurological diseases such as amyotrophic lateral sclerosis (ALS), Parkinson's disease, Alzheimer's disease, multiple sclerosis, epilepsy and brain tumors. For the second year in a row, we are grateful to Art Van Elslander for underwriting this exciting event and hosting it at Art Van Furniture in Warren, Michigan." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Showtime" "*Showtime* proved to be a dynamic evening of dining and entertainment provided by the popular Las Vegas act, The Scintas. Proceeds from the event benefited trauma and outpatient rehabilitation programs at Henry Ford Macomb Hospitals as well as the Neighbors Caring for Neighbors Clinic. This Clinic provides medical care to uninsured, low-income Macomb County residents of all ages, and has saved hospitals hundreds of thousands of dollars in emergency costs by providing care to the community." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Surgery" "The

Henry Ford Department of Surgery has long been a leader in education, research, and clinical care. Henry Ford Hospital surgeons pioneered open-heart surgery, vascular surgery, oxygen therapy and transplantation. More recently, the Department of Surgery has partnered with NASA to conduct medical research on the International Space Station, and is developing advanced ultrasound and laparoscopic techniques for the space program." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Transplant Institute" "The Henry Ford Transplant Institute is one of the nation's busiest and most highly regarded transplant centers. It is recognized nationally as a multi-organ transplant center for heart, lung, liver, kidney, pancreas and bone marrow. The Institute is one of only two multi-organ transplantation centers in Michigan, and has performed many of Michigan's first-ever transplantation procedures." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Trustee" "As a member of the Henry Ford Health System Board of Trustees, you know the important work that the system performs and the services it provides to southeast Michigan communities. Your contribution during our seven-year capital campaign, to the health system that you work to advance, demonstrates a commitment to lead by example." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Vattikuti Urology Institute" "The Vattikuti Urology Institute is a comprehensive clinical, research and teaching institute that consistently ranks among the nation's best in urology. Some of the world's first and most progressive procedures to treat prostate cancer are performed here. Henry Ford surgeons at the Institute developed the Vattikuti Institute Prostatectomy, (VIP) and were the first in the world to perform the procedure on an outpatient basis. Under the direction of Mani Menon, M.D., Institute Director, your gift will support urological disease research and treatment programs at the world's most experienced center in robotic laproscopic prostatectomy." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "WB Gala" "The Gala showcased Henry Ford West Bloomfield Hospital, proudly presenting one of the most advanced medical facilities in the country. The 300-bed hospital will provide patients with a multidisciplinary, integrative care model, combining the latest in medical technology with world-leading and innovative holistic approaches to health and healing. Physicians from the world-renowned Henry Ford Medical Group and top-flight community physicians will deliver world-class health care in an environment that focuses on mind, body, and spirit. Featuring a variety of luxurious amenities in an all private room setting, the new hospital will offer a health care experience unlike any other." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "West Bloomfield" "Our goal at Henry Ford West Bloomfield Hospital is for everyone who enters our doors to feel like our guests, not a patient. We are focused on healing the body, but we have not forgotten about the mind or spirit. All of our private rooms have been designed around the principles of feng shui, the ancient Chinese practice of balancing nature's elements within the environment to enhance well-being. With a view of our tranquil pond and natural landscapes, you will feel as though you have

checked into a northern Michigan resort – but one that provides the highest quality, safest health care available." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Women's Health" "Henry Ford Women's Health Services provides medical care designed especially for women. We focus on patient-centered care to provide personalized, high-quality care throughout the many phases of a woman's life: puberty, menopause and beyond. Henry Ford offers many different options that provide the most advanced medical care because we know that each woman is different." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Wyandotte" "Henry Ford Wyandotte Hospital serves the western Wayne and Downriver communities in Michigan. It offers a full range of clinical services, including general medicine, surgery, obstetrics, pediatrics, cardiac care, physical medicine and rehabilitation, ambulatory surgery, inpatient and outpatient behavioral services, hospice care and 24-hour emergency care. The hospital also has an Osteopathic Graduate Medical Education program, offering rotations to residents, interns and third-and-fourth-year medical students." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Wyandotte Golf" "A Downriver tradition for 25 years, the *Annual Golf Classic* has raised much needed funds for important programs serving patients in the region. In addition to a fun-filled afternoon of golfing, the evening will culminate in a reception and award ceremony. Proceeds from this year's event will benefit the hospital's Center for Cancer Care and the Wyandotte Clinic for the Working Uninsured." "" }

We at Henry Ford do not take your contribution lightly. We appreciate your gift and endeavor to use it as intended to make a difference for real people through our patient-centered health care, advanced medical education, and state-of-the-art research. Thank you again for your generous support of Henry Ford Health System.

{ IF { MERGEFIELD Amount } >= 10000 "Sincerely,  
Sincerely,

Nancy M. Schlichting  
Chief Executive Officer

Rose M. Glenn  
Interim Senior VP, Philanthropy

NMS/RMG/re" "" }{ IF { MERGEFIELD Amount } < 10000 "Sincerely,

Rose M. Glenn  
Interim Senior Vice President, Philanthropy

RMG/re" "" }

P.S. { IF { MERGEFIELD Benefits\_Amount\_Total\_For\_Gift } > 0 "Goods and services of { MERGEFIELD Benefits\_Amount\_Total\_For\_Gift } were provided for this { IF { MERGEFIELD Tribute\_1 }<> "" "Tribute " "" }contribution{ IF { MERGEFIELD Tribute\_1 }<> "" " { MERGEFIELD Tribute\_type\_1 } " "" }}{ IF { MERGEFIELD Tribute\_1 }<> "" "{ MERGEFIELD HonorMemorial\_Name\_1 }" "" }." "No goods or services were provided for this { IF { MERGEFIELD Tribute\_1 }<> "" "Tribute " "" }contribution{ IF { MERGEFIELD Tribute\_1 }<> "" " { MERGEFIELD Tribute\_type\_1 } " "" }}{ IF { MERGEFIELD Tribute\_1 }<> "" "{ MERGEFIELD HonorMemorial\_Name\_1 }" "" }." } We will mail you a Charitable Contribution Statement for IRS tax purposes in January 2012 to acknowledge your total gifts to Henry Ford Health System this year.

{ IF { MERGEFIELD Reference }<> "" "{ MERGEFIELD Reference }" "" }

{ IF { MERGEFIELD State } = "FL" "FLORIDA REGISTRATION#: CH11781. A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL-FREE (800-435-7352) WITHIN THE STATE. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL, OR RECOMMENDATION BY THE STATE." "" }

{ DATE \@ "MMMM d, yyyy" }

{ MERGEFIELD Addressee }  
{ MERGEFIELD Organization\_Name }  
{ MERGEFIELD Address\_line\_1 }  
{ MERGEFIELD Address\_line\_2 }  
{ MERGEFIELD Address\_line\_3 }  
{ MERGEFIELD City }, { MERGEFIELD State } { MERGEFIELD  
ZIP\_Code }

Dear { MERGEFIELD Salutation }:

This letter acknowledges receipt of a { MERGEFIELD Amount }{ IF { MERGEFIELD Gift\_subtype } = "Securities" " stock" "" }{ IF { MERGEFIELD Gift\_type } = "Gift-in-Kind" " gift-in-kind" "" } donation from { IF { MERGEFIELD Organization\_Name }<> "" "{ MERGEFIELD Organization\_Name }" "{ MERGEFIELD Addressee }" } on { MERGEFIELD Gift\_date } to benefit the { MERGEFIELD Fund\_description\_1 }. On behalf of the Board of Trustees, more than 23,000 employees, and especially our patients and their families who benefit from medical care through Henry Ford Health System, we greatly appreciate your generosity.

{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Art Van 50th" "Thanks to the generosity of Art Van Furniture and its chairman, Art Van Elslander, the 50<sup>th</sup> Anniversary Gala was an unforgettable evening of intrigue that benefited the Neuroscience Institute and Hermelin Brain Tumor Center of Henry Ford Health System. Proceeds from this spectacular event will help Henry Ford remain on the cutting-edge of advances in medical technology, research and education, and the breakthroughs in treatment therapies – all elements critical to sustaining the exemplary care that our patients need and deserve. In an atmosphere where patients come first, we ensure that medical expertise, hope, and compassion combine into a life-changing experience by applying innovative and promising solutions to treat neurological diseases and brain tumors." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Behavioral Health" "Henry Ford Behavioral Health Services is one of the nation's leading providers of comprehensive mental health and substance abuse treatment services, and includes Kingswood Hospital and Maplegrove Center. Kingswood offers inpatient care for children and adults experiencing acute episodes of mental illness as well as day hospital care. Maplegrove provides a nationally recognized chemical dependency program for adolescents and adults. Our treatment programs have

achieved national acclaim, including the Joint Commission's prestigious *Ernest Amory Codman Award* and the American Psychiatric Association's *Gold Achievement Award*." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Benson Ford Fund" "The Benson Ford Fund provides seed money for research, new technology, community outreach and new operating systems that help Henry Ford Health System remain one of the nation's leading comprehensive, integrated health systems." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Corporate and Foundation" "More than \$60 million in annual funding is received from internal and external sources, including the National Institutes of Health (NIH), other governmental sources, businesses and private foundations. Henry Ford Health System ranks in the top six percent of all institutions receiving funding by the NIH and the U.S. Public Health Service." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Cottage" "Serving the Grosse Pointes and other eastside communities since 1919, Henry Ford Medical Center - Cottage is a primary destination for a wide spectrum of outpatient and specialty inpatient services. The medical staff is comprised of leading community-based physicians as well as physicians of the nationally-ranked Henry Ford Medical Group. The Emergency Room at Cottage is open 24 hours a day, seven days a week and is ready for any emergency, sees patients faster than most ERs, and is able to treat very serious and even life-threatening concerns. Cottage's ER is staffed by board-certified Henry Ford Medical Group emergency medicine physicians and nursing staff who are certified in Advanced Cardiac Life Support with specialized emergency training." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Dermatology" "For more than 80 years, Henry Ford Dermatology has been at the forefront of advancing patient care. From new medical and surgical treatments, cosmetic therapies, laser and ultraviolet light technologies, to biologic and research therapies, Henry Ford Dermatology offers patients state-of-the-art care for the complete range of conditions and diseases affecting the skin, tissue, hair, and nails. With board-certified dermatologists in every area, Henry Ford Dermatology is one of the largest departments of its kind in the world." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Dining with the Masters" "This unique evening will bring together some of metro Detroit's finest chefs, preparing a four-course gourmet meal tableside. Chefs will incorporate their creative talents in creating a one-of-a-kind *tablescape*, making each table as unique as the custom menu. Each course will also be paired with a hand-picked wine selection specially chosen by the chef to perfectly complement the dish." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Downriver" "Henry Ford is committed to serving the Downriver region and surrounding communities of southeast Michigan. At the center is Henry Ford



Wyandotte Hospital. With our nearly 600 skilled physicians we treat more than 74,000 people in our emergency department, perform more than 19,000 surgeries and admit more than 18,000 patients each year. Nearby is Henry Ford Medical Center – Brownstown, a state-of-the-art health center built to serve the residents of southern Wayne and northern Monroe counties. Also in Brownstown is the Josephine Ford Cancer Center – Downriver, offering world-class cancer treatment and support groups." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Education" "Medical education is critical to the quality of health care. Henry Ford Health System is a state, regional and national leader in education for medical students, interns, residents and fellows, and the continuing education of faculty, affiliated physicians, nurses and allied health professionals. An important component to this is our 12,000-square-foot Center for Simulation, Education and Research (SIM Center) at Henry Ford Hospital. The most advanced facility of its kind in Michigan and one of the largest in the United States, the SIM Center provides our physicians and other health care professionals a risk-free environment where state-of-the-art computers and mannequins simulate hundreds of medical conditions, allowing them to practice and augment their skills." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Emergency Medicine" "When you or someone you know is facing a serious health emergency, Henry Ford can provide the care needed at one of our nine Emergency Rooms throughout metro Detroit. The Emergency Department in our flagship hospital, Henry Ford Hospital, is a nationally recognized leader in patient care, education and research. This Level 1 Trauma Center can handle the most severe injuries and complications, and provides care for nearly 100,000 patients each year." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "ENT" "Otolaryngology, more commonly referred to as Ear, Nose and Throat, is a field of medicine that treats those three areas and is the oldest medical specialty in the United States. At Henry Ford, ENT physicians, audiologists and staff are among the most active and highly regarded in the nation, consistently being cited by the *America's Top Docs*, *Consumer Guide to Top Docs* and *Best Doctors in America*. Henry Ford's Department of Otolaryngology handles nearly 50,000 outpatient visits and performs more than 3,000 surgical procedures each year." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Event Sponsorship" "Event sponsorship helps Henry Ford Health System raise funds for important health care services, research and education. Fundraising, donor cultivation, recognition and educational events all play an important role in developing new relationships with individuals and corporations, while nurturing relationships with existing donors of the System. Special events also help to promote the programs and services that we provide to the residents of southeast Michigan." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Events" "Henry

Ford Health System events not only raise funds for important health care services, research and education, but also help to promote the programs and services that Henry Ford provides to communities in southeast Michigan." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Eye Care Services" "Established more than 75 years ago, Henry Ford Eye Care Services is one of the largest practices in the United States and provides convenient, high-quality and compassionate care to more than 125,000 patients each year. The department is currently involved in clinical trials ranging from glaucoma to refractive surgery and retinal research to quality of life issues involving visual function. Henry Ford is committed to training the next generation of ophthalmologists. Our top-notch graduate medical training program prepares five new residents and up to five fellows each year to provide the highest quality care that is expected at Henry Ford Eye Care Services." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Grand Ball" "The inaugural *Grand Ball* was an unprecedented night of celebrating 95 years of world-class health care and accomplishments at Henry Ford Hospital. In addition, we also recognized and honored philanthropic volunteers and employees who contribute to making Henry Ford Hospital the premier health care leader in southeast Michigan and beyond. Detroit Mayor Dave Bing and other special guests joined Henry Ford Health System leaders for a very special celebration!" "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Healing Art" "Henry Ford Health System's Healing Art program uses art to promote health and healing by enhancing the physical environment for everyone using Henry Ford hospitals and medical centers. The program's goal is to create hopeful surroundings in care delivery rooms and waiting areas within which patients can heal and recover, visitors and their families can experience relief from stress, and staff can better care for patients' needs." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Heart and Vascular Institute" "The Edith and Benson Ford Heart & Vascular Institute is ranked among the top cardiac centers in the nation by *U.S. News & World Report* and has earned Blue Cross Blue Shield's *Cardiac Care Center of Excellence* designation. Established in 1946, the cardiac training program is one of the nation's oldest and the first in Michigan. It boasts heart transplant survival rates that are the best in the state, as well as significantly above the national average. With your help, the Edith and Benson Ford Heart & Vascular Institute has grown to treat more than 114,000 patients each year." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Henry Ford Health System" "Henry Ford Health System is one of the nation's leading comprehensive, integrated health systems. It provides financing and health care delivery, including acute, specialty, primary and preventive care services backed by excellence in research and education. From our flagship hospital in Detroit to our hospitals in Wayne, Oakland and



Macomb counties, Henry Ford is committed to improving the health and well-being of a diverse Michigan community." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "HFH" "Henry Ford is dedicated to its future and the communities it serves, investing more than \$310 million in Henry Ford Hospital and Health Network. This includes the Henry Ford II Pavilion expansion at Henry Ford Hospital. The two-floor addition houses 80 new private patient rooms including 20 intensive care rooms. Designed with a home-like setting in mind, each private room comes with natural maple wood accents, a flat screen television, wireless internet access, soothing colors and modern furniture, creating a more comfortable environment in which to receive care." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "HFH Golf Outing" "Henry Ford Hospital has a long history of making its services accessible to people who cannot afford medicine or health care costs. The *Henry Ford Hospital Golf Outing* raises awareness and support for the Tom Groth Patient Medical Needs Fund. This important fund provides care, medication, equipment, medical supplies and social services to thousands of uninsured and underinsured patients throughout southeast Michigan." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Hospice" "The unique philosophy of Hospice is built on a foundation of symptom control, pain management and comfort care when cure is no longer an option. Henry Ford Hospice is dedicated to providing compassionate hospice care of the highest quality to serve the needs of terminally ill patients and their families. Effective methods of care allow patients to remain alert and to live as full and comfortable a life as possible. Hospice emphasizes human values that go beyond the physical needs of the patient, and hospice team members are trained to address emotional, psychological and spiritual needs of the patient and family members." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Josephine Ford Cancer Center" "Josephine Ford Cancer Center is an international leader in the research, detection and treatment of cancer. Our multidisciplinary program provides patients and their families with everything needed to prevent, diagnose and treat cancer. JFCC has attracted patients from around the world, and physicians worldwide now offer diagnostic and treatment methods that were pioneered here." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Jump" "Your support during *Jump, Jive & Wail!* will benefit the psycho-oncology treatment programs of the Josephine Ford Cancer Center. With the help of this program, even the most severely distressed patients and their loved ones find adaptive ways to cope with the challenges of living with cancer. The JFCC provides a full continuum of care that spans prevention, early diagnosis and support programs, including palliative care." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Macomb Golf" "The 2011 *Macomb Golf Classic* will be held at the historic Detroit Golf Club in Detroit,

Michigan. Attendees will enjoy a continental breakfast, a skills clinic, lunch, 18 holes of golf, cocktail reception, dinner program, games, prizes, and more! Your participation in the *Macomb Golf Classic* will help us in our mission to reach and serve the thousands in Macomb County who need our help." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Macomb Hospital Clinton" "Henry Ford Macomb Hospital in Clinton Township is a 349-bed hospital that provides comprehensive, acute care. Specialty services include a Heart & Vascular Institute, cancer care center, and birthing center with 18 labor, deliver, recovery and post-partum suites. The hospital also has a 42-bed inpatient rehabilitation program, an ambulatory and minimally invasive surgery center and leading diagnostic imaging." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Macomb Hospital Warren" "The 203-bed Henry Ford Macomb Hospital in Warren is one of the major osteopathic health care providers in Michigan, and the oldest osteopathic training hospital in the state. It offers a full range of clinical services, including general medicine, surgery, inpatient and outpatient rehabilitation, ambulatory surgery, a bariatric surgery center, hospice care, 24-hour emergency care and the region's first Acute Care of the Elderly (ACE) unit focused on patients 65 years and older." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Macomb Hospitals" "Henry Ford Macomb Hospitals was formed in 2007 to reflect Henry Ford Health System's vision of creating a truly comprehensive, leading health care delivery structure for Macomb County and surrounding areas. With three hospitals, five health centers, more than 20 employed physician practices and numerous outpatient facilities, Henry Ford Macomb Hospitals is recognized for its superior care and advanced clinical services. More than 4,500 employees and 1,000 medical staff members support the delivery of inpatient, outpatient and community-based programs to those we serve." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "MDSF" "Our annual event to raise awareness and funds for breast cancer research and treatment will once again be held at the beautiful Shenandoah Golf, Banquet & Country Club. We are excited to have award-winning actress, singer and breast cancer survivor Ann Jillian as this year's keynote speaker. There will be boutique shopping before and after the luncheon as usual, but this year's event will also include an exciting new feature as we introduce half hour Education Sessions beginning at 9 a.m. Sessions will focus on women's issues and will be led by Henry Ford Medical Group physicians. Proceeds from *Mothers, Daughters, Sisters and Friends* will benefit the Francee & Benson Ford, Jr. Breast Care and Wellness Center." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Medallion" "The Rio de Janeiro Carnival served as the inspiration for our incredible black-tie event, with dinner and dancing to the music of *Intrigue* making this a memorable night for all! In addition to honoring staff, physicians,

volunteers and community partners, this unique event raised important dollars for Trauma Services at Henry Ford Macomb Hospitals." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Men Who Cook" "Presented by Sparky Anderson's CATCH Charities for Children, our chefs will be dishing it out...Hollywood style! *Men Who Cook* is a fun-filled but important event that showcases the culinary talents of male employees from Henry Ford Health System and other companies across metro Detroit. Proceeds benefit the Tom Groth Patient Medical Needs Fund which provides health care, medication, equipment, medical supplies and social services to thousands of uninsured and underinsured Henry Ford patients throughout southeast Michigan. In 2010, Henry Ford provided more than \$200 million in uncompensated medical care." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "NCFN" "The Neighbors Caring for Neighbors Clinic provides medical care to uninsured, low-income Macomb County residents of all ages. It offers primary care, school or pre-employment physicals, and management of chronic illness such as diabetes or high blood pressure. The clinic is staffed by nurse practitioners who work in consultation with physicians and other professionals from Henry Ford Macomb Hospitals. The Neighbors Caring for Neighbors Clinic has saved hospitals hundreds of thousands of dollars in emergency costs by providing care to the community." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Nephrology" "Henry Ford's Division of Nephrology & Hypertension is a national leader in treating patients with chronic kidney (renal) disease at all stages, complications from diabetes, kidney stones, hypertension (high blood pressure) and electrolyte disorders, and kidney and pancreas transplant recipients. The Nephrology Program at Henry Ford Hospital has once again been ranked as one of the top 50 hospitals for treating kidney disease by *U.S. News & World Report*." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Neuroscience Institute" "Henry Ford Neuroscience Institute is one of the nation's top centers for neurological diseases. These can impact the brain, spine, spinal cord, muscles, nerves, balance, speech and other senses. It brings together the best in diagnostic, medical, interventional, and surgical expertise to provide state-of-the-art diagnosis and treatment of neurological diseases. We are proud that the Henry Ford Neuroscience Institute earned the Center of Excellence designation by NeuroSource, Inc. in 2006, ranking among the top 10 percent of more than 150 neuroscience centers in the country." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Orthopaedics and Rehabilitative Medicine" "The Henry Ford Department of Orthopaedics and Rehabilitative Medicine is a multidisciplinary program dedicated to the prevention, diagnosis and treatment of disorders of the musculoskeletal system. We are proud to be health care providers to the Detroit area's premier sports programs including professional,

collegiate and high school athletes." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "PMNF" "Henry Ford Hospital has a history of making quality care accessible to those in need, regardless of their ability to pay. The Tom Groth Patient Medical Needs Fund provides health care, medication, equipment, medical supplies and social services to uninsured and underinsured patients throughout southeast Michigan. In 2010, Henry Ford provided more than \$200 million in uncompensated medical care." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Pediatrics" "The pediatricians at Henry Ford are committed to the health of infants, children and teens. Our pediatricians specialize in treating the full range of common to complex childhood medical conditions including common childhood illnesses, chronic conditions, and specialty pediatricians for when advanced medical and surgical care is required. Henry Ford Pediatrics also offers same-day appointments when children are ill, programs to build healthy lifestyles to prevent or overcome obesity, and student access to health centers in 11 Detroit and suburban schools through the School-Based and Community Health Program." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Radiation Oncology" "Patients of the Henry Ford Radiation Oncology department receive care from a team of professionals from 20 specialties whose capabilities reach beyond the scope of radiation oncology to fight a variety of cancers. Members of the Radiation Oncology department continually strive to provide patients with the best possible treatment by actively pursuing new options and special procedures to complement current radiation therapies." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Rare! and Vin Voyage" "RARE! and Vin Voyage – two incredible events and one spectacular evening that promises a very special journey in wine and cuisine while raising funds to support the Multidisciplinary Spine Program at Henry Ford West Bloomfield Hospital. This program offers patients the combined expertise of neurosurgery and orthopaedic spine surgery to treat all disorders of the spine and spinal cord, and traumatic injury to the spine and brain. Henry Ford's multidisciplinary team performs state-of-the-art diagnostic studies and medical, interventional, and surgical services, with an emphasis on minimally invasive surgery and complex spine reconstruction techniques. Your support during these events will help sustain this important work." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Red Heart Blues" "This exciting event helped raise funds for our critical cardiovascular Center of Excellence that treats more than 114,000 patients each year and is ranked among the top cardiac centers in the nation by *U.S. News & World Report*. Our team of specialists and sub-specialists have decades of experience in the evaluation and treatment of irregular heartbeats, heart failure, heart attack, heart surgery and other cardiac disorders." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Research"

"Henry Ford physicians, scientists and academicians are working hard to discover new and better ways to diagnose and treat diseases and illnesses. More than \$60 million in annual funding is received from internal and outside sources, including the National Institutes of Health (NIH), other governmental sources, businesses and private foundations. Henry Ford Health System ranks in the top 6 percent of all institutions granted funding by the NIH and the U.S. Public Health Service." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "SandCastles" "The SandCastles Grief Support Program provides grieving children and families the opportunity to come together for nurturing and strength as they learn to cope with the loss of a loved one. SandCastles works to provide a safe and comforting environment for children and teens, ages 3-18, to grieve their loss and to find within themselves their natural capacity to heal. SandCastles also conducts an annual bereavement camp in the summer for grieving children and teens called Camp Erin. Since its inception in 1997, SandCastles has served almost 2000 families throughout southeast Michigan." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Shoot For a Cure" "This year's *Shoot For a Cure* brought the excitement and flavor of New York City to Motown with music, entertainment and a strolling dinner catered by Andiamo Warren. Proceeds from this one of a kind event will help fund research in many disciplines, including neurological diseases such as amyotrophic lateral sclerosis (ALS), Parkinson's disease, Alzheimer's disease, multiple sclerosis, epilepsy and brain tumors. For the second year in a row, we are grateful to Art Van Elslander for underwriting this exciting event and hosting it at Art Van Furniture in Warren, Michigan." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Showtime" "Showtime proved to be a dynamic evening of dining and entertainment provided by the popular Las Vegas act, The Scintas. Proceeds from the event benefited trauma and outpatient rehabilitation programs at Henry Ford Macomb Hospitals as well as the Neighbors Caring for Neighbors Clinic. This Clinic provides medical care to uninsured, low-income Macomb County residents of all ages, and has saved hospitals hundreds of thousands of dollars in emergency costs by providing care to the community." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Surgery" "The Henry Ford Department of Surgery has long been a leader in education, research, and clinical care. Henry Ford Hospital surgeons pioneered open-heart surgery, vascular surgery, oxygen therapy and transplantation. More recently, the Department of Surgery has partnered with NASA to conduct medical research on the International Space Station, and is developing advanced ultrasound and laparoscopic techniques for the space program." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Transplant Institute" "The Henry Ford Transplant Institute is one of the nation's busiest and most highly regarded transplant centers. It is recognized nationally as



a multi-organ transplant center for heart, lung, liver, kidney, pancreas and bone marrow. The Institute is one of only two multi-organ transplantation centers in Michigan, and has performed many of Michigan's first-ever transplantation procedures." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Trustee" "As a member of the Henry Ford Health System Board of Trustees, you know the important work that the system performs and the services it provides to southeast Michigan communities. Your contribution during our seven-year capital campaign, to the health system that you work to advance, demonstrates a commitment to lead by example." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Vattikuti Urology Institute" "The Vattikuti Urology Institute is a comprehensive clinical, research and teaching institute that consistently ranks among the nation's best in urology. Some of the world's first and most progressive procedures to treat prostate cancer are performed here. Henry Ford surgeons at the Institute developed the Vattikuti Institute Prostatectomy, (VIP) and were the first in the world to perform the procedure on an outpatient basis. Under the direction of Mani Menon, M.D., Institute Director, your gift will support urological disease research and treatment programs at the world's most experienced center in robotic laproscopic prostatectomy." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "WB Gala" "The Gala showcased Henry Ford West Bloomfield Hospital, proudly presenting one of the most advanced medical facilities in the country. The 300-bed hospital will provide patients with a multidisciplinary, integrative care model, combining the latest in medical technology with world-leading and innovative holistic approaches to health and healing. Physicians from the world-renowned Henry Ford Medical Group and top-flight community physicians will deliver world-class health care in an environment that focuses on mind, body, and spirit. Featuring a variety of luxurious amenities in an all private room setting, the new hospital will offer a health care experience unlike any other." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "West Bloomfield" "Our goal at Henry Ford West Bloomfield Hospital is for everyone who enters our doors to feel like our guests, not a patient. We are focused on healing the body, but we have not forgotten about the mind or spirit. All of our private rooms have been designed around the principles of feng shui, the ancient Chinese practice of balancing nature's elements within the environment to enhance well-being. With a view of our tranquil pond and natural landscapes, you will feel as though you have checked into a northern Michigan resort – but one that provides the highest quality, safest health care available." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Women's Health" "Henry Ford Women's Health Services provides medical care designed especially for women. We focus on patient-centered care to provide personalized, high-quality care throughout the many phases of a

woman's life: puberty, menopause and beyond. Henry Ford offers many different options that provide the most advanced medical care because we know that each woman is different." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Wyandotte" "Henry Ford Wyandotte Hospital serves the western Wayne and Downriver communities in Michigan. It offers a full range of clinical services, including general medicine, surgery, obstetrics, pediatrics, cardiac care, physical medicine and rehabilitation, ambulatory surgery, inpatient and outpatient behavioral services, hospice care and 24-hour emergency care. The hospital also has an Osteopathic Graduate Medical Education program, offering rotations to residents, interns and third-and-fourth-year medical students." "" }{ IF { MERGEFIELD Acknowledgement\_Area\_1 } = "Wyandotte Golf" "A Downriver tradition for 25 years, the *Annual Golf Classic* has raised much needed funds for important programs serving patients in the region. In addition to a fun-filled afternoon of golfing, the evening will culminate in a reception and award ceremony. Proceeds from this year's event will benefit the hospital's Center for Cancer Care and the Wyandotte Clinic for the Working Uninsured." "" }

Our partnerships are a testimony to the work we can accomplish together. The generous support from { IF { MERGEFIELD Organization\_Name }<> "" "{ MERGEFIELD Organization\_Name }" "{ MERGEFIELD Addressee }" } is having an impact on real people through our patient-centered health care, advanced medical education, and state-of-the-art research at Henry Ford. Thank you for making this donation possible.

{ IF { MERGEFIELD Amount } >= 10000 "Sincerely,  
Sincerely,

Nancy M. Schlichting  
Chief Executive Officer

Rose M. Glenn  
Interim Senior VP, Philanthropy

NMS/RMG/re" "" }{ IF { MERGEFIELD Amount } < 10000 "Sincerely,

Rose M. Glenn  
Interim Senior Vice President, Philanthropy

RMG/re" "" }

P.S. { IF { MERGEFIELD Benefits\_Amount\_Total\_For\_Gift } > 0 "Goods and services of { MERGEFIELD Benefits\_Amount\_Total\_For\_Gift } were provided for this { IF { MERGEFIELD Tribute\_1 } <> "" "Tribute " "" } contribution{ IF { MERGEFIELD Tribute\_1 } <> "" " { MERGEFIELD Tribute\_type\_1 } " "" } { IF { MERGEFIELD Tribute\_1 } <> "" "{ MERGEFIELD HonorMemorial\_Name\_1 }" "" }." "No goods or services were provided for this { IF { MERGEFIELD Tribute\_1 } <> "" "Tribute " "" } contribution{ IF { MERGEFIELD Tribute\_1 } <> "" " { MERGEFIELD Tribute\_type\_1 } " "" } { IF { MERGEFIELD Tribute\_1 } <> "" "{ MERGEFIELD HonorMemorial\_Name\_1 }" "" }." }

{ IF { MERGEFIELD Reference } <> "" "{ MERGEFIELD Reference }" "" }

{ IF { MERGEFIELD State } = "FL" "FLORIDA REGISTRATION#: CH11781. A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL-FREE (800-435-7352) WITHIN THE STATE. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL, OR RECOMMENDATION BY THE STATE." "" }



1. From all of us, a heartfelt thank you for your gift of \$1,000.  
Your contribution will help make possible the purchase of the new surgical bed for the new surgical wing.  
Isn't it exciting to be part of something so important to our hospital?  
Sincerely,  
Executive Director  
Board of Directors  
(personally signed)
2. Your generosity to the Foundation is AMAZING!  
Your gift of \$6,000 will help so much in our efforts to purchase some new equipment for the new surgical wing.  
Thanks so much, once again, for being a Friend of the Foundation.
3. It's nice to know we can count on friends like you to provide the needed items for our healthcare facilities.  
We want to say thanks again for supporting the Foundation through the years with your donations.
4. As we make plans for purchasing items and equipment for the new surgical wing we want to take time to thank our friends who are supporting this project with their contributions.  
A special thanks to you both for your donation of \$4,000! Your gift will certainly make possible the purchase of two instruments our doctors have requested.

DATE

ADDRESSEE  
ADDRESS LINE  
ADDRESS LINE  
CITY, STATE ZIP

Dear SALUTATION,

On behalf of ORGANIZATION, I wish to thank you for your gift of AMOUNT to support RESTRICTION at RESEARCH ENTITY.

Your support of this vital work fuels the research and collaboration necessary to develop new, more effective therapies that will benefit DISEASE patients everywhere. To highlight the importance of your partnership in our efforts, we would like to acknowledge this gift by listing your name in various print and/or web-based publications in the following way:

**RECOGNITION NAME**

As you know, the ultimate mission of the RESEARCH ENTITY is to improve patient outcomes. Your generosity is critical to this progress and provides real benefits to real people. Thank you once again.

Sincerely,

SIGNATORY  
TITLE

May 4, 2011

Mr. and Mrs. X  
124 X Avenue  
Saratoga, CA

Dear Mr. and Mrs. X,

I would like to extend my heartfelt gratitude for your recent contribution to the *Children's Fund* at Lucile Packard Children's Hospital. Your thoughtful gift enables the Hospital to offer the highest quality of treatment to any child or expectant mother in the community, regardless of a family's ability to pay. *Children's Fund* dollars also support groundbreaking research and critical family support services.

I am also pleased to welcome you to our **Circle of Vision**, which honors donors who give between \$5,000 and \$9,999 annually to advance children's health. Year after year, friends like you play an instrumental role in the Hospital's ability to uphold the standard of excellence in pediatric care, research, and training.

On behalf of the entire Foundation, thank you again for your generous support.

Sincerely,

X

March 4, 2011

Mr. and Mrs. X  
138 X Avenue  
Atherton, CA

Dear X and X,

I am honored to thank you for your recent gift to Lucile Packard Children's Hospital. Your support of the *Children's Fund* enables the Hospital to continue offering care to any child, regardless of a family's financial situation. Your 2010 **Children's Circle of Care** level gift also provides funding for groundbreaking research, critical family support services and community outreach.

Your multifaceted support over the years has been an integral part of the Hospital's success in maintaining excellence in pediatric care, research, and training, and we are deeply appreciative of your philanthropic generosity. From all of us at the Lucile Packard Foundation for Children's Health, thank you again for your ongoing support.

Sincerely,

X

DATE

XXX  
XXX  
XXX

Dear XXX,

It is my pleasure to thank you for the recent gift of \$XXX to Memorial Sloan-Kettering Cancer Center from The XX Foundation. We are deeply grateful to XXX for recommending this grant, which will support the research of Dr. X.

Through the generosity of friends like XXX and the XX Foundation, the Center is well positioned to advance cancer research and treatment significantly in the years ahead. I know I speak for everyone here in offering my deepest thanks for your abiding commitment to the work of our physicians and researchers.

With renewed thanks and best wishes,

Sincerely,

VP

*For tax preparation purposes: no goods or services were received in exchange for this gift.  
Please regard this letter as your 20XX tax receipt.*

DATE

XXX  
XXX  
XXX

Dear XXX,

It is my pleasure to acknowledge your recent gift of \$XXX to Memorial Sloan-Kettering Cancer Center. This wonderful contribution will support X cancer research.

With help from extraordinary donors, the Center continues to shape cancer medicine worldwide, providing patient care of the highest order and conducting state-of-the-art research into the causes, prevention, treatment, and control of cancer. A focus on cancers specific to women is, of course, an integral part of our mission.

On behalf of my colleagues at Memorial Sloan-Kettering, I am pleased to send my profound gratitude for your encouragement and belief in our work.

Sincerely,

VP

*For tax preparation purposes: no goods or services have been given in exchange for this gift.  
Please regard this letter as your 20XX tax receipt.*

«ack\_date»

«name»

«title»

«line\_1»

«line\_2»

«line\_3»

«line\_4»

Dear «salutation»:

Thank you for your contribution to support << >>. Your generosity has an impact that reaches far beyond helping individuals; gifts like yours allow our Medical Center to transform health care for the 21st century and provide the best possible education, research, and patient-centered treatment.

<< >>, with its history of leadership and innovation, is rooted in community and characterized by growth. We are dedicated to the advancement of medical science and the health of the world's community. With your help, we make a difference in the lives of our patients and their families and bring hope to those who need it most.

Once again, thank you for your caring gift.

Sincerely,

*An official receipt from the University's Office of the Treasurer will be sent to you under separate cover.*

DATE

NAME

ADDRESS

CITY, ST ZIP

Dear NAME,

***“This is not a business. This is a sacred ministry in the service of human life.”***  
**– Sister Judith Ann, Major Superior, The Sisters of the Third Order of St. Francis.**

The service of human life – provided vigilantly through the very end of one's life – is at the heart of OSF Home Care Services' Hospice. Your gift of \$XX.XX to OSF Hospice will aid us in continuing the Mission of Sisters of the Third Order of Saint Francis, which is to serve persons with the greatest care and love in a community that celebrates the Gift of Life.

Your gracious act of philanthropy will make a difference in the lives of our patients, their families and OSF Hospice caregivers who lovingly devote themselves to our Mission every day. **THANK YOU!**

Sincerely,

Tom Hammerton  
Vice President  
OSF Saint Francis Medical Center Foundation

*For more information about OSF Home Care Services' Hospice visit*  
<http://www.osfhomecare.org/hospice/>.

*In compliance with Federal tax law, we also acknowledge that you received no goods or services in return for your gift. The Omnibus Budget Reconciliation Act of 1993 requires that this receipt be retained as substantiation of any charitable gift deduction.*



DATE

NAME  
ADDRESS  
CITY, ST ZIP

Dear NAME,

At a time when you were remembering someone very dear to you, you also thought of others who are in need of special care and extended your hand of support to them. On their behalf and from us.....thank you.

Your gift of \$XX.XX to OSF Saint Francis Medical Center in memory of **MEMORIAL NAME** will aid us in continuing the Mission of Sisters of the Third Order of Saint Francis, which is to provide serve persons with the greatest care and love in a community that celebrates the Gift of Life.

Your gracious act of philanthropy will make a difference in the lives of our patients, their families and OSF Saint Francis caregivers who lovingly devote themselves to our Mission every day. Again, thank you for your thoughtful gift as you remember **MEMORIAL NAME**.

Sincerely,

Tom Hammerton  
Vice President  
OSF Saint Francis Medical Center Foundation

*In compliance with Federal tax law, we also acknowledge that you received no goods or services in return for your gift. The Omnibus Budget Reconciliation Act of 1993 requires that this receipt be retained as substantiation of any charitable gift deduction.*

DATE

NAME  
ADDRESS  
CITY, ST ZIP

Dear NAME,

***Special Care for Special People***

Children are more than just little versions of adults. They have special needs and concerns, and when children are ill or injured they need a special hospital. We understand that a visit to the hospital is scary enough for an adult and is even more terrifying to a child. We have designed the Children's Hospital of Illinois with just one thing in mind...our patients... our *children*.

On behalf of our entire Children's Hospital family, we'd like to say thank you for your partnership. Your generous donation of \$**XX.XX** will aid us in continuing to give *special care for special people*. One hundred percent of this donation will stay in our community to support the many programs and services offered at Children's Hospital. It will help enhance our environment of family-centered care accompanied by the most medically advanced equipment and talented medical staff available.

Your gracious act of philanthropy will make a difference in the lives of our patients, their families and Children's Hospital caregivers who lovingly devote themselves to providing *special care to special people* every day. **THANK YOU!**

Sincerely,

Wendy Mitchell  
Annual Fund Director  
Children's Hospital of Illinois Foundation

*For more information about Children's Hospital of Illinois Foundation visit*  
<http://www.childrenshospitalofil.org>.

*In compliance with Federal tax law, we also acknowledge that you received no goods or services in return for your gift. This receipt should be retained as substantiation of any charitable gift deduction.*

DATE

NAME  
ADDRESS  
CITY, ST ZIP

Dear NAME,

***“To serve persons with the greatest care and love in a community that celebrates the Gift of Life”*** is the Mission of OSF Healthcare. And it's a *way of life* for all OSF Saint Francis Medical Center employees. On behalf of our entire OSF Saint Francis family, we'd like to say *thank you* for your partnership. Your generous donation of \$**XX.XX** will aid us in continuing our Mission and fulfilling our purpose. For that we are tremendously grateful.

**One hundred percent of this donation will stay in our community** to support the many programs and services offered at OSF Saint Francis Medical Center. It will help enhance our environment of family-centered care accompanied by the most medically advanced equipment and talented medical staff available. Your gracious act of philanthropy will make a difference in the lives of our patients, their families and OSF Saint Francis caregivers who lovingly devote themselves to our Mission every day. **THANK YOU!**

Sincerely,

Tom Hammerton  
Vice President  
OSF Saint Francis Medical Center Foundation

*For more information about OSF Saint Francis Medical Center and Children's Hospital of Illinois Foundation, visit <http://www.osfsaintfrancis.org/donate/>.*

*In compliance with Federal tax law, we also acknowledge that you received no goods or services in return for your gift. This receipt should be retained as substantiation of any charitable gift deduction.*

**Best Practices Sheet**  
Stewardship Department

**Gift Acknowledgment Process**  
Christina, Jessica

**January 18, 2011**

**Objective:**

1. To thank our donors in a friendly and personalized manner regardless of gift amount
2. To acknowledge receipt of gift and provide official tax receipt
3. To tell donors that their gift will be used as it was intended
4. To thank donors promptly — within 48 hours of gift receipt
5. To create opportunities for personalized interactions for donors

**Tone:**

- Tax receipts to be written in a voice that is intimate, warm, friendly and gracious
- Tax receipts to be donor-centric and empowering
- Tax receipts to heighten the role of the donor and minimize the role of “The Foundation” (i.e., “Generous supporters like you have enabled Sharp to...” vs. “The Foundation has...”)

**Special Elements**

**~ Standard Gift Acknowledgment Process:**

We will use a one-page, standard tax-receipt that also serves as a gift acknowledgment letter. Benefits of this include: less paper waste, greater ease in processing gift receipts and ensuring timely thank-you to donors.

- **Messaging**
  - Will include *INSPIRE* language
- **Signatory:**
  - Will depend on amount of gift:
    - For gifts \$499 and \$9,999, Director of Stewardship will sign.
    - For gifts more than \$10,000, Director of Stewardship will take to CEO for personal signature.
- **Quotes:**
  - Each tax receipt will include a friendly and inspirational quote.
  - Quotes are to be warm, friendly and make the donor feel good about making their gift.
  - Quotes will be updated every quarter.
  - For the purposes of our general tax receipts, the lead quote will not be a Sharp-specific quote, which means that it will not be a patient, physician or employee quote. Sharp-specific quotes will be used in other stewardship communications including Impact newsletter, personalized and initiative-based updates and other communiqué.
- **Conditional Merges within Tax Receipt Letter:**
  - *1st conditional merge: tribute gift, GA gift, non-tribute gift*
    - GA: Language will acknowledge that gift was made in honor of a caregiver and thank the donor for supporting Sharp
    - Tribute, Non-GA: Language will acknowledge that gift was made in honor of someone, and thank the donor for supporting Sharp
    - Non-tribute: Language will thank the donor for supporting Sharp
  - *2nd conditional merge: new Partner in Health, renew Partner in Health, non Partner in Health*
    - New Partner in Health: Language will welcome donor and let them know that a welcome packet is on the way.
    - Renew Partner in Health: Language will thank donor for continued support at leadership level

**Best Practices Sheet**  
Stewardship Department

- Partner in Health Additional Gift: Language will recognize PIH status and thank for continued support.
- Non Partner in Health: no membership language will be used

- **Detailed Gift Receipt Fields:**

- Gift Date
- Gift Amount
- Donor Recognition Name
- Paid by
- Fund
- Reference
- Receipt Number

**~ Personalized Stewardship Process:**

To create opportunities for personalized stewardship and customized, donor-centered relationships front-line staff and volunteers will be able to thank donors individually, separate from the gift acknowledgment and tax receipt process. Benefits of this include: more personalized opportunities for interaction and qualification, and greater flexibility in delivering individualized messages.

- **Gifts with Gift Solicitor Listed:**

- The daily gift report includes a gift solicitor. For the purposes of the Daily Gift Report, the "Gift Solicitor" may be either the Team Lead or the Gift Solicitor.
  - If the gift solicitor is the team lead, that individual is responsible for calling the donor and/or sending a personalized thank-you note on a SHF, Partner, Pillar or Legacy note card, and entering information into RE as "Action, Stewardship, Activity".
  - If the gift solicitor is different than the team lead, the two individuals are responsible for coordinating who should be responsible for follow-up, including calling the donor and/or sending a personalized thank-you note on a SHF, Partner, Pillar or Legacy note card, and entering information into RE as "Action, Stewardship, Activity".
- Phone call and/or note should go out within one week of the gift.
- For more detailed information, reference attachment "Sharp HealthCare Foundation Gift Acknowledgment Process Flow Chart"

- **Gifts with no Gift Solicitor Listed:**

- For donors without a team lead and when no gift solicitor is listed, the amount of the gift and the designation of the gift determines follow-up. Volunteers; SCVMC Development Officer; Director of Development, Pipeline; Directors of Development; and Vice Presidents will be responsible for reviewing the daily gift report and making the decision to call the donor or send a personalized thank-you note card, and entering information into RE as "Action, Stewardship, Activity".
- Phone call or note should go out within one week of the gift.
- For more detailed information, reference "Sharp HealthCare Foundation Gift Acknowledgment Process Flow Chart"

**Administration**

- **Accountability:**

- Team lead to enter Action / Stewardship / Activity in RE with the Notes Subject Line to read: *Thank-You Call/Note for {date of gift} Gift.*
  - Templates can be created for each Team Lead to streamline this task; Director of Stewardship can help to set up these templates.
  - Director of Stewardship to provide guidelines for implementation with volunteers, including scripting and entering information into RE.
- The Director of Stewardship will check daily gift report against weekly activity sheets to make sure that a note was sent or a call was made.

**Best Practices Sheet**  
Stewardship Department

- An reminder email will be sent to Team Leads as necessary.
- The Stewardship Department will provide metrics for review twice a year to show effectiveness of the Gift Acknowledgement process and volunteer involvement.
- **Updates:**
  - Director of Stewardship and Communications Specialist will review gift acknowledgement/tax receipt letter six months after implementation of new policy and each year thereafter on October 1
  - Historic copies will be stored on the Shared Drive
- **Other Departments Involved:**
  - Operations
  - Partners/Pipeline
  - Team leads
- **Best Practice Approval Process:**
  - To be vetted through Pipeline Department for PIH language and process approval – completed 11/29/2010
  - To be approved by SHF executive leadership – completed 12/14/2010
  - To be approved by SHF Stewardship Team – completed 12/14/2010
  - To be vetted through Operations for logistics and feasibility – completed 12/21/2010
  - To be vetted through Sharp Legal for tax receipt fine print – completed 2/15/2011
- **Supporting Documents:**
  - Tax Receipt with All Potential Merges
  - Tax Receipt for special gifts (stocks, gift-in-kinds, events)
  - Sharp HealthCare Foundation Gift Acknowledgment Process Flow Chart – attached

**Best Practices Sheet**  
Stewardship Department

**Attachment: Sharp HealthCare Foundation Gift Acknowledgment Process Flow Chart**

**Gift Acknowledgment Process**

Is the gift \$9,999 or less?

GP prints gift acknowledgement letter / tax receipt with **DOS signature block** and gives to DOS for signing. DOS will return to GP for mailing.

Is the gift more than \$10,000?

GP prints gift acknowledgement letter / tax receipt with **CEO signature block** and gives to DOS. DOS will take to CEO for signing. DOS will return to GP for mailing.

**Personalized Stewardship Process**

Daily Gift Report is distributed. SHF Staff reviews.

Yes

Is the Gift Solicitor the Team Lead?

Team Lead is responsible for follow up, determining if phone call and/or note is appropriate for donor and entering activity in RE.

Is the Gift Solicitor different than the Team Lead?

Team Lead and Gift Solicitor are responsible for coordinating follow up, determining if phone call and/or note is appropriate for donor and entering activity in RE.

Is there a Gift Solicitor listed?

Is the gift less than \$499?

Is the donor a PIH prospect?

No

Volunteers will make phone call to thank donor for gift, at least twice a month. DOS to provide details.

Yes

DODP or SCVMC DO to tell DOS to remove donor from thank-you calls. Determine if phone call and/or note is appropriate for donor. DODP / SCVMC DO responsible for follow up.

No

Is the gift between \$500 and \$9,999?

The program lead will be responsible for follow up:  
- SCVMC: Development Officer and Director of Development to coordinate  
- SMH Cancer and Rehab: Director of Development  
- SMH Capital & Cardiac, Arts for Healing and SMV: VP of Philanthropy  
- all else: Director of Development, Pipeline

Is the gift more than \$10,000?

DOS to determine if a team lead is needed and make recommendations on who should lead stewardship efforts to ensure proper stewarding of donor.

## SharpHealthcareEvent Sponsor Receipt

<Date>

<Name>

<Address 1>

<Address 2>

Dear <Name>,

### \* \* \* OFFICIAL GIFT RECEIPT \* \* \*

*"We make a living by what we get;  
we make a life by what we give."  
— Winston Churchill*

On behalf of those who will benefit from your generosity, I would like to thank you for your recent gift to Sharp HealthCare in support of <name of event>. Your sponsorship contribution will support <name of fund>.

Your donation will help us change the lives of our patients and bring us closer to our goal of providing advancements at Sharp through *INSPIRE, The Sharp HealthCare Campaign for Excellence*. We are honored and grateful to have your support.

The tax receipt below shows both the full amount and the tax-deductible portion of your contribution.

With sincere appreciation,

#### Gifts \$9,999 and less:

Christina Jordan  
Director of Stewardship  
Sharp HealthCare Foundation

#### Gifts \$10,000 and more:

Bill Littlejohn  
CEO and Senior Vice President  
Sharp HealthCare Foundation

---

#### ***Detailed Event Sponsor Receipt Information:***

Donor Recognition Name: <donor recognition name>  
Event: <name of event>  
Gift Date: <date>  
Amount: <amount>  
Tax-Deductible Amount: <amount>  
Check No.: <check, date of check>  
Fund: <name of fund>  
Receipt Number: <receipt number>  
Reference: <reference>

Please keep this receipt for your tax records. Donations to Sharp HealthCare Foundation are deductible for income tax purposes as provided by law; please check with your tax advisor for specific deduction information. Under IRS regulations, the deductibility of gifts is often limited, and the amount above reflects an adjustment for the value of benefits provided to you. The IRS does not consider money received for raffle or wager opportunities as tax-deductible. For gift-in-kind donations, it is the donor's responsibility to describe and assign value to donated items. For items with an estimated fair market value of \$500 or more, we are required to file form 8283 with the IRS. If required for this contribution, a copy of the form is enclosed for your records. Gifts that exceed \$5,000 in estimated value require a professional appraisal and documentation. If we sell your contributed item at a fundraising auction or through a commercial dealer, we also are required to file form 8282 with the IRS. This form references your donated item as described on form 8283, and reports the actual sale price. If we have sold your donated item, a copy of form 8283 is also enclosed for your records. For contributions made through donor-advised funds, community foundations, IRA administrators and asset transfer agents, the deductibility of your gift may be limited. If you have any questions regarding this receipt, please call us at (858) 499-4800. Thank you for your generous support! Sharp HealthCare Foundation is a 501(c)(3) not-for-profit organization. Tax ID#: 95-3492461.



*SharpHealthcareEvent Sponsor Receipt*

## SharpHealthcareGIK Receipt

<Date>

<Name>

<Address 1>

<Address 2>

Dear <Name>,

### \* \* \* OFFICIAL GIFT RECEIPT \* \* \*

*"We make a living by what we get;  
we make a life by what we give."  
— Winston Churchill*

On behalf of those who will benefit from your generosity, I would like to thank you for your recent gift to Sharp HealthCare. Your gift-in-kind donation will support <name of fund>.

Your donation will help us change the lives of our patients and bring us closer to our goal of providing advancements at Sharp through *INSPIRE, The Sharp HealthCare Campaign for Excellence*. We are honored and grateful to have your support.

With sincere appreciation,

Gifts \$9,999 and less:

Christina Jordan  
Director of Stewardship  
Sharp HealthCare Foundation

Gifts \$10,000 and more:

Bill Littlejohn  
CEO and Senior Vice President  
Sharp HealthCare Foundation

---

### ***Detailed Gift Receipt Information:***

Donor Recognition Name: <donor recognition name>  
Gift Date: <date>  
Donor Declared Value: <amount>  
Description: <description of item>  
Fund: <name of fund>  
Receipt Number: < receipt number>  
Reference: <reference>

Please keep this receipt for your tax records. Donations to Sharp HealthCare Foundation are deductible for income tax purposes as provided by law; please check with your tax advisor for specific deduction information.. Under IRS regulations, the deductibility of gifts is often limited, and the amount above reflects an adjustment for the value of benefits provided to you. The IRS does not consider money received for raffle or wager opportunities as tax-deductible. For gift-in-kind donations, it is the donor's responsibility to describe and assign value to donated items. For items with an estimated fair market value of \$500 or more, we are required to file form 8283 with the IRS. If required for this contribution, a copy of the form is enclosed for your records. Gifts that exceed \$5,000 in estimated value require a professional appraisal and documentation. If we sell your contributed item at a fundraising auction or through a commercial dealer, we also are required to file form 8282 with the IRS. This form references your donated item as described on form 8283, and reports the actual sale price. If we have sold your donated item, a copy of form 8283 is also enclosed for your records. For contributions made through donor-advised funds, community foundations, IRA administrators and asset transfer agents, the deductibility of your gift may be limited. If you have any questions regarding this receipt, please call us at (858) 499-4800. Thank you for your generous support! Sharp HealthCare Foundation is a 501(c)(3) not-for-profit organization. Tax ID#: 95-3492461.

*SharpHealthcareStandard Gift Receipt*

<Date>

<Name>

<Address 1>

<Address 2>

Dear <Name>,

**\* \* \* OFFICIAL GIFT RECEIPT \* \* \***

*“We make a living by what we get;  
we make a life by what we give.”  
— Winston Churchill*

On behalf of those who will benefit from your generosity, I would like to thank you for your recent gift to Sharp HealthCare. *GA Merge*: <Angel name> will be recognized as your Guardian Angel, and your gift will also support <name of fund>. *Tribute, Non GA Merge*: Your gift has extra significance — not only is your donation a tribute in <honor of name/in memory of name>, it will also support <name of fund>. *Non-tribute Merge*: Your gift will be used to support <name of fund>.

*New PIH Merge*: Because of your generous gift, I am pleased to welcome you to *Partners in Health* — our leadership annual giving society. Soon, you will receive a full welcome packet that explains the program.

*Renew PIH Merge*: Because of your generous gift, you will continue to be a *Partner in Health*. Your support as a Partner in Health makes it possible for us to invest in emerging opportunities to better care for our patients.

*PIH Additional Gift Merge*: As a *Partner in Health*, you know the impact your contribution has for the people of San Diego each year. Thank you for your commitment to making a difference in health care.

Your donation will help us change the lives of our patients and bring us closer to our goal of providing advancements at Sharp through *INSPIRE, The Sharp HealthCare Campaign for Excellence*. We are honored and grateful to have your support.

With sincere appreciation,

*Gifts \$9,999 and less:*

Christina Jordan  
Director of Stewardship  
Sharp HealthCare Foundation

*Gifts \$10,000 and more:*

Bill Littlejohn  
CEO and Senior Vice President  
Sharp HealthCare Foundation

---

***Detailed Gift Receipt Information:***

Gift Date:	<date>
Gift Amount:	<amount>
Donor Recognition Name:	<donor recognition name>
Paid by:	<gift type>
Fund:	<name of fund>
Reference:	<reference>
Receipt Number:	< receipt number>

Please keep this receipt for your tax records. Donations to Sharp HealthCare Foundation are deductible for income tax purposes as provided by law; please check with your tax advisor for specific deduction information.. Under IRS regulations, the deductibility of gifts is often limited, and the amount above reflects an adjustment for the value of benefits provided to you. The IRS does not consider money received for raffle or wager opportunities as tax-deductible. For contributions made through donor-advised funds, community foundations, IRA administrators and asset transfer agents, the deductibility of your gift may be limited. If you have any questions regarding this receipt, please

*SharpHealthcareStandard Gift Receipt*

call us at (858) 499-4800. Thank you for your generous support! Sharp HealthCare Foundation is a 501(c)(3) not-for-profit organization. Tax ID#: 95-3492461.

<Date>

<Name>

<Address 1>

<Address 2>

Dear <Name>,

**\*\*\* OFFICIAL GIFT RECEIPT \*\*\***

*“We make a living by what we get;  
we make a life by what we give.”  
— Winston Churchill*

On behalf of those who will benefit from your generosity, I would like to thank you for your recent gift to Sharp HealthCare. Your donation will support <name of fund>.

Your donation will help us change the lives of our patients and bring us closer to our goal of providing advancements at Sharp through *INSPIRE, The Sharp HealthCare Campaign for Excellence*. We are honored and grateful to have your support.

With sincere appreciation,

Gifts \$9,999 and less:

Christina Jordan  
Director of Stewardship  
Sharp HealthCare Foundation

Gifts \$10,000 and more:

Bill Littlejohn  
CEO and Senior Vice President  
Sharp HealthCare Foundation

**Detailed Gift Receipt Information:**

Donor Recognition Name: <donor recognition name>  
Transfer Date: <date> Stock Gift Amount: <amount>  
Post Date: <date>  
Fund: <name of fund>  
Receipt Number: < receipt number>

The securities traded on <transfer date> were as follows:

Securities	Shares	High	Low	Average	Net Value
Sample SPDR (XLU)	150	31.75	31.61	31.68	\$4,752.00
Sample data Processing (ADP)	200	47.21	46.77	46.99	\$9,398.00
Sample (AMGEN)	100	83.021	82.13	82.58	\$8,258.00
Sample Electric (EMR)	100	73.39	72.96	73.17	\$7,317.00
Sample Sachs (GS)	50	134.89	134.03	134.46	\$6,723.00
Sample Depot (HD)	100	43.30	42.33	42.82	\$4,282.00
Sample Dickinson (BDX)	50	59.381	59.00	59.19	\$2,959.50
Total Value:					\$43,689.50

Please keep this receipt for your tax records. Donations to Sharp HealthCare Foundation are deductible for income tax purposes as provided by law; please check with your tax advisor for specific deduction information.. Under IRS regulations, the deductibility of gifts is often limited, and the amount above reflects an adjustment for the value of benefits provided to you. The IRS does not consider money received for raffle or wager opportunities as tax-deductible. For contributions made through donor-advised funds, community foundations, IRA administrators and asset transfer agents, the deductibility of your gift may be limited. If you have any questions regarding this receipt, please call us at (858) 499-4800. Thank you for your generous support! Sharp HealthCare Foundation is a 501(c)(3) not-for-profit organization. Tax ID#: 95-3492461.

Date

«Addressee»

«Company»

«Address1»

«Address2»

«City», «StateCode» «Zipcode»

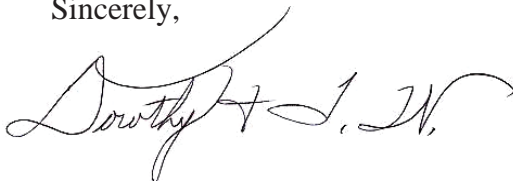
Dear «Salutation»:

Thank you for your contribution of \$«Amount» in support of the 25th annual Texas Health Harris Methodist Hospital Hurst-Euless-Bedford's charity event, ***Frostival***, scheduled for Friday, December 10, 2010 at the Ashton Depot in downtown Fort Worth.

As you are aware, ***Frostival*** will benefit the Intensive Care Unit at Texas Health HEB. As the premier provider of intensive care services in Northeast Tarrant County, Texas Health HEB offers the best in physicians, nursing staff and equipment to treat our most critical patients. We sincerely thank you for your support so that we may embark on a \$4 million renovation project to modernize the patient rooms, nursing station and the common areas, including the family waiting area. Your sponsorship of ***Frostival*** will ensure that patients will continue to receive exceptional care at Texas Health HEB.

Tax requirements state that the amount of a charitable contribution that is deductible is limited to the excess of the amount of money contributed over the value of goods or services provided. In that regard, the full amount of your gift is tax deductible. Please retain this letter for tax purposes. Thank you once again for your support.

Sincerely,

A handwritten signature in cursive script, appearing to read "Dorothy + T. Williams".

Dorothy and Thomas Williams  
2010 Frostival Co-Chairs

For more information, please contact Kathleen Bundy at (817) 317-5248 or [KathleenBundy@TexasHealth.org](mailto:KathleenBundy@TexasHealth.org).

*Thank you for your gift honoring the life of*

***John Doe***

*Your gift will support the work of John's oncologist  
and friend, Dr. Graeme Bolger, as he develops new  
methods for the detection and treatment of prostate cancer.*

*On behalf of the Doe Family, Dr. Bolger, and all the patients  
and families who will be touched by your gift,  
Thank You.*

May 23, 2011

«title»«fname» «lname»«suff»  
«secln»  
«ptitle»  
«add»  
«Add\_2»  
«city», «st» «zip»

Dear «sal»:

Thank you for your donation to the UAB Comprehensive Cancer Center's Patient and Family Services Holiday Giving Program. Cards have been sent to your friends and loved ones letting them know of the thoughtful gift you made in their honor.

Your generosity this holiday season will help patients who face financial distress during their illness by providing medication, transportation to treatments, or a warm place to rest. By helping to remove burdens and barriers to care, you are making it easier for these patients to focus on getting well—and helping them look forward to celebrating many more holidays to come.

Please know how much we appreciate your support of the UAB Comprehensive Cancer Center and its programs. Warmest wishes for a wonderful holiday season!

Sincerely,

Edward E. Partridge, M.D., Director  
UAB Comprehensive Cancer Center  
Professor of Gynecologic Oncology  
*Evalina B. Spencer Chair in Oncology*

EEP: ks



Dear XXX,

Thank you for your donation to VGH & UBC Hospital Foundation, a gift which will provide hope and healing to thousands of patients and families from across the province. Your gift of \$X,XXX,XXX to XXXX is helping to advance life-saving, innovative treatments, breakthrough therapies and exceptional patient care.

To recognize your gift, we are pleased to acknowledge you on the donor walls prominently located in the main lobbies of VGH and UBC Hospital. If you have a specific recognition request or wish to remain anonymous, please contact me at your convenience. You will also find your tax-deductible receipt enclosed with this letter.

You are part of a special group of dedicated donors and community leaders who are working together with our world leading medical specialists to ensure our patients receive the highest level of care possible, today and in the future. With the demand for specialized health care growing every day, donors like you are more important than ever before to help save lives. Thank you for sharing our vision to deliver B.C.'s most specialized health care.

Sincerely,

**VGH & UBC HOSPITAL FOUNDATION**

May 1, 2011

Dear Ms. :

On behalf of all of us at X College, thank you for your support. Your generosity truly makes a difference in the lives of our students and faculty.

You are among the alumni, parents and friends who continue to build and strengthen X College. Through your thoughtfulness, X College will continue to provide a high quality liberal arts education to current and future generations of students.

Let me share with you a few comments from students and faculty who benefit from your donations.

"Without the scholarships that I've received, I wouldn't be able to enjoy the X College experience. **Thank you** to those donors who make my education beyond compare."— Abigail, '12

"The research opportunities at X are incredible! Your investment makes it possible for me to work one-on-one with a professor to conduct original research in my field. **Thank you.**" – Seth, '11

"Faculty Development funds have been instrumental in helping me publish my first book and sign a contract for my second. **Thank you** for giving X faculty the resources to be leading voices in our fields."—Dr. X, Associate Professor of History

**THANK YOU** again for being a part of the X College family.

X  
Vice President of Institutional Advancement

Dear Donor:

*Thank you for your recent commitment to the Allegheny College Annual Fund. Your gift helps us maintain the momentum, standards of excellence and the vitality that keep Allegheny a vibrant force in the liberal arts and in our greater community*

*We are grateful for your vote of confidence and pride in Allegheny. With gifts from you and your fellow alumni we can continue to attract and retain a dedicated, talented faculty, maintain historic buildings and grounds, provide students with research opportunities and much more.*

*Thank you for being part of a legacy that has sustained the College for nearly 200 years.*

Sincerely,

Sally Barrett Hanley '92  
Director of Annual and Reunion Giving

## Non-Annual Fund:

Dear Donor:

*Thank you for your recent commitment in support of the FUND NAME. Allegheny College has long been recognized and cherished for providing extraordinary young people with the skills and experiences that allow them to excel. We are grateful for and honored by your generous partnership in helping to provide an exemplary liberal arts education to Allegheny students.*

*Each gift is very special to us. We are exceedingly proud that you have given us your vote of confidence by making this commitment. Thank you for believing in your alma mater.*

Sincerely

Tiffany Cipollone  
Director of Donor Relations

May 23, 2011

«Addressee»

«Address\_line\_1»

«Address\_line\_2»

«Address\_line\_3»

«City», «Province» «Postal\_Code»

Dear «Salutation»:

Thank you for your gift of «Amount» to «Fund\_description\_1». Your support of The XX School and the 2010/11 XX Annual Fund will have an immediate impact on the education of our students.

As a new donor to the School please know that we greatly appreciate your investment in XX. Collectively, your generosity furthers our mission of ensuring that we build a generation of <School's Tagline>

At XX, our educators never stand still. Our faculty constantly reflect on how the girls learn, conduct research and participate in professional development, and then adapt the way they teach to ensure 100 per cent of the class is engaged in the learning process. It requires constant review and innovation. We must have the flexibility to respond to new needs as they arise, and ultimately, advance our students' learning experiences.

Support for the XX Annual Fund provides this flexibility. Each and every gift we receive truly makes a difference to the life of the School. It is evident in the small things – like the purchase of new cameras for our photography students – and in the larger things, like the 40 girls who currently receive financial assistance and whose dreams of attending XX were realized thanks to our community's generosity. Regardless of the area of support, my depth of gratitude to our donors remains the same.

Enclosed please find your charitable tax receipt and a brochure on Corporate Matching Gifts. Please read over the brochure to see if your gift qualifies for a match – this is a fantastic way to double your support of XX.

If you have any questions about your gift or recognition, please contact XX, Director of Annual Giving at XX ext. XX or at XX@XX.

On behalf of our faculty and, most importantly, our students, thank you for your support.

Sincerely,

XX

Head of School

Enclosures: Receipt and Brochure

Date

Name  
Address  
City, State Zip

Dear Salutation:

With deep gratitude, I am writing to acknowledge your gift of \$X, which completes your pledge of \$X to the School of International Service building fund. Please accept my warmest welcome as the newest Lifetime Members of AU's President's Circle.

Your generosity and exemplary leadership have helped propel American University into the ranks of the world's leading universities. The new SIS building symbolizes our forward momentum and stands as a tribute to so many of our alumni, like you, who have given selflessly to make it a reality. The combination of your philanthropic investment, volunteerism, and position as a leading voice of civility profoundly impacts our students. It is with great pride that I thank you for being a role model to whom they will aspire. I look forward to our continued work together.

Thank you for your support of American University.

Sincerely,

President

Date

Name

Address

City, State Zip

Dear Salutation:

Thank you for completing your generous commitment of \$XX with your final payment of \$XX in support of the XX Family Endowed Scholarship at American University.

One of the major growth areas outlined in AU's ambitious new strategic plan is increasing the financial support available to the remarkable students who attend this institution. By establishing the XX Family Endowed Scholarship, you are helping us realize this goal. Thank you.

Your fund, which will support undergraduate students with demonstrated need, will no doubt provide the financial assistance necessary for XX Family Scholarship recipients to attend AU and benefit from its outstanding academic opportunities, global reach, and commitment to service.

I look forward to keeping you well informed in the years ahead as to the promising students whose lives are changed by your generosity, and to the financial performance of the endowment. I would also be delighted to include your daughters in the life of this scholarship, to help keep them engaged with the AU community as proud alumnae.

Thank you again for your support of American University. A gift receipt is enclosed for your records.

Sincerely,

Vice President of Development and Alumni Relations

Date

Name  
Address  
City, State Zip

Dear Salutation:

I am honored to acknowledge your generous gift of <AMOUNT> in support of the <FUND DESIGNATION>. [We have applied this gift towards your pledge of <PLEDGE AMOUNT>, and remain grateful for your continued commitment. OR This gift completes your pledge of <PLEDGE AMOUNT>.] Thank you.

American University's strategic plan, *American University and the Next Decade: Leadership in a Changing World*, will guide our progress in the coming years. As we face the transformational challenges outlined in the plan, we are grateful for your input and philanthropic support. We cannot achieve these goals, year after year, without your commitment and vision.

Should you wish to receive a copy of the strategic plan, please contact Sarah Petrie, Director of Stewardship and Donor Relations, at 202-885-5918 or [petrie@american.edu](mailto:petrie@american.edu).

Thank you again for your decision to support American University this year. A receipt is enclosed for your records. If you have any questions, please feel free to call me at XXX-XXX-XXXX.

Sincerely,

Assistant Vice President of Development

Date

Name

Address

City, State Zip

Dear Salutation:

It is my great pleasure to acknowledge your generous contribution of <AMOUNT> in support of the <FUND NAME>. [We have applied this gift towards your pledge of <PLEDGE AMOUNT>, and remain grateful for your continued commitment. OR This gift completes your pledge of <PLEDGE AMOUNT>.] Thank you.

In the coming years, American University will be guided by our strategic plan, *American University and the Next Decade: Leadership for a Changing World*. With your philanthropic partnership, we will meet the landmark opportunities outlined in the plan. These will help us grow in stature and influence and continue to improve what we do best: prepare extraordinary students to excel in leadership and service in Washington, D.C., across our nation, and around the world.

Should you wish to receive a copy of the strategic plan, please contact Sarah Petrie, director of Stewardship and Donor Relations, at 202-885-5918 or [petrie@american.edu](mailto:petrie@american.edu).

On behalf of our students, faculty, and staff, thank you again for choosing to support American University. A receipt is enclosed for your records.

Sincerely,

Vice President of Development and Alumni Relations



Date

«Preferred\_Name»

«Address\_line\_1»

«Address\_line\_2»

«Address\_line\_3»

«City\_State\_\_Zip»

Dear «Default\_Salutation»:

It is with great pleasure that I thank you for your gift of \$«Amount» to the «Fund\_Name». We are committed to honoring your generous investment in American University, and pledge to be excellent stewards of your philanthropy.

Over the past year we have made significant strides in the implementation of the ambitious and exciting goals set forth in the university's strategic plan: *American University and the Next Decade: Leadership for a Changing World*. With your partnership, we will continue our diligent progress toward the realization of these goals.

I am also grateful to acknowledge that this contribution establishes your membership in the President's Circle, a special group of dedicated supporters who provide the philanthropic foundation for American University, for the fiscal year 2010 – 2011.

I deeply appreciate all that you do for American University. Thank you.

Sincerely,

President

Date

Name  
Address  
City, State Zip

Dear Salutation:

On behalf of American University, please accept my appreciation for your gift of <AMOUNT> to the <FUND DESIGNATION>. [I am pleased to share that your gift will be applied towards your pledge of <PLEDGE AMOUNT>. **OR** This gift completes your pledge of <PLEDGE AMOUNT>.] Your generosity helps sustain our commitment to excellence in all aspects of the educational experience.

Every day we see in our students great examples of the talent, energy, and intellectual curiosity that will lead us forward. As our university strives to make a difference in Washington, D.C. and in our world, we take great pride in knowing that AU's legacy will grow stronger because of your support.

If I may be of service to you, please feel free to contact me directly at XXX-XXX-XXXX. A receipt for your contribution is enclosed.

Thank you for your dedication to AU.

Sincerely,

Assistant Vice President of Development

Date

Name

Address

City, State Zip

Dear Salutation:

I am honored to acknowledge your contribution of <AMOUNT> in support of the <FUND NAME>. [This gift has been credited towards your pledge of <PLEDGE AMOUNT>. Thank you for your ongoing support. OR This gift completes your pledge of <PLEDGE AMOUNT>. Thank you.]

Given the multitude of worthy organizations that could benefit from your philanthropy, we are immensely grateful that you have chosen American University. We pledge to be careful stewards of your faith in our work, advancing AU's commitment to developing thoughtful, responsible human beings within a vigorous yet supportive academic community.

On behalf of our students, faculty, and staff, please accept my thanks for your leadership philanthropy. A receipt is enclosed for your records.

Sincerely,

Vice President of Development and Alumni Relations

Date

«Preferred\_name»

«Address\_line\_1»

«Address\_line\_2»

«Address\_line\_3»

«City\_State\_\_Zip»

Dear «Preferred\_name»:

I am privileged to acknowledge your gift of \$«Amount» to the «Fund\_Name». Thank you.

As a member of our faculty and staff community, I wish to extend special recognition for your donation. As you are aware, the university just completed implementation of year one of our comprehensive strategic plan. With your help and dedication, the university is well on its way to meeting the challenges and opportunities before us that will advance AU's bright future.

I am honored that your investment in AU extends beyond the hard work you do each day. Please accept my earnest thanks for enriching our community with your gifts.

Sincerely,

President

AMHERST COLLEGE  
AMHERST, MA

For Annual Fund donors above \$10K who thereby qualify for membership in the Noah Webster Society:

I wanted to thank you for your generous support of [AMOUNT] to [TITLEFUND]. Your extraordinary gift to the Annual Fund this year entitles you to membership in the Noah Webster Circle of the 1821 Society, numbering you among Amherst's top supporters.

Participants in the Noah Webster Circle of the 1821 Society demonstrate a remarkable level of commitment to Amherst College and a powerful endorsement of its educational mission. Your leadership allows us to confidently plan for the future, and inspires others to show their support. The Annual Fund touches every aspect of life at Amherst, and strengthens our mission to educate men and women of exceptional potential. The College will remain the exemplary institution it is today because of your investment.

SECOND PARAGRAPHS FOR CERTAIN RESTRICTED GIFTS

(for INTERNSHIPS) The College works hard to graduate engaged citizens and an important part of their undergraduate experience is participating in life beyond campus. Thanks to your support, students are participating in public service and career exploration internships. Bringing these internship lessons into the classroom makes their academic work more informed and compelling. We share the desire to complement classroom exploration with real life experiences and it truly makes a difference for today's students.

(for SCHOLARSHIPS) An Amherst education is the opportunity of a lifetime and your kindness makes it possible to extend this opportunity to talented students regardless of their ability to pay. The result is an exceptional and vibrant learning community. We remain dedicated to graduating students who will be thoughtful and involved citizens with the skills to make a difference in their professions, their communities and the world.

(for ALL OTHERS) The College is working hard to ensure that today's students graduate prepared to participate in our increasingly global, interconnected and technologically sophisticated society. We are committed to offering the best liberal arts education possible by bringing together the most promising students and faculty, and sustaining an environment that inspires students to pursue a full range of academic endeavors.

(closing for all) Your trust in Amherst's future is encouraging and we will work to continue Amherst's tradition of academic excellence. Thank you once again.

RECEIPT MESSAGE - sample

Dear [Name]:

Thank you for your recent gift in support of the *Babson Rising Campaign*. It is with assistance from our donors, that we are able to connect the classic ideals of business and entrepreneurship education with the power of social responsibility. Every gift makes an impact on the quality of the education we offer as we prepare our students to be leaders in today's global society.

Please retain this letter for tax purposes, as it serves as your official receipt and verification that Babson College has not provided any goods or services in exchange for your gift. The college appreciates the support of our donors wishes to appropriately recognize our benefactors. Your name may be listed in our Report of Philanthropy, published annually online at the close of the fiscal year. If, however, you prefer your name be omitted, please contact the Stewardship Office at XXX- xxx-xxxx.

Your support is greatly appreciated and is truly an investment in the promise and potential of the students, faculty, programs and future of Babson College. Thank you!

Sincerely,

xxxxxxx

Vice President for Institutional Advancement

Date

Name  
Address  
City, State Zip

Dear Salutation,

Thank you for your continued support of Baruch. Your gift of \$**AMOUNT** has a tangible impact on our students, faculty, and the entire College community. By renewing your annual support at the **NAME** level, we are pleased to again include you as a member of the 17 Lex Society. As a returning member of this committed group, you help shape Baruch's future through your leadership philanthropy.

Your membership in 17 Lex Society is an outward display of your dedication to the thousands of students you impact each year. Your generosity has literally and figuratively changed the face of Baruch. Thank you for recognizing the need for giving back and continuing to be part of the Baruch family. It is our hope that your membership in the 17 Lex Society will continue to inspire you to be actively involved in the life of this college and its students.

Once again, thank you for supporting Baruch College, for believing in our mission and ensuring all the students who walk through our doors get the best education possible.

Regards,

## **SCHOLARSHIP THANK YOU LETTER**

Thank you for your most recent gift to establish the X Scholarship.

Baruch's character depends on our ability to provide scholarship assistance to promising students at the College. Because you continue to believe in the value of education and support those who are deserving, but sometimes unable to afford it, you are helping students achieve their academic goals. I can think of no better way to give back. I am grateful for the continued support of loyal donors like you--thank you again for your generosity.

I thank you for your commitment to Baruch; we are grateful to have your support.

## **GENERAL CAMPAIGN LETTER**

Thank you very much for your recent pledge and gift towards the Baruch Means Business Campaign.

The Baruch Means Business Campaign presents one of the most exciting opportunities for growth and distinction in Baruch College's history. The achievements of this campaign will transform Baruch for many years to come. The campaign will help provide the "margin of excellence" funding to create opportunities in academic and out of classroom programs, faculty positions and scholarships that only private support can achieve. With the support of committed alumni and friends, there is no limit to the possibilities our future holds.

Thank you for all you have done for Baruch College over the years, and thank you for your support of the Baruch Means Business Campaign.

## **SCHOOL OF ARTS AND SCIENCES**

Thank you for your generous gift to the X School of Arts and Sciences. Baruch College continues to move forward due to the support of donors like you.

Your understanding and support of the transformational power of higher education is apparent through this generous contribution, and your gift will help us meet our aspirations for the programs we offer to students in X School of Arts and Sciences. Your continued support gives Dean X and the X School the financial stability and flexibility we need to move forward in new directions, while preserving our standards of academic excellence.



Again, please accept my thanks on behalf of the entire college community. We are so grateful that your philanthropic vision includes the important work here at Baruch.

## **SCHOOL OF PUBLIC AFFAIRS**

Thank you for your recent gift to the School of Public Affairs.

As Dean of the School of Public Affairs, I am extremely grateful for this gift that represents as an endorsement of the wonderful programs, dedicated faculty and hard-working students of the School of Public Affairs. At its core, the School of Public Affairs is about harnessing vision, passion, and leadership to foster excellence in public service. Our faculty carry on the tasks central to an educational institution - teaching students, challenging the boundaries of what is known, think hard about big, tough questions and using new knowledge to serve the common good and make the world a better place.

On behalf of the faculty, staff and students of SPA, thank you once again for your extraordinary and dedicated support.

With warm regards,

DATE

Title FirstName LastName

Address1

Address2

City, State Zip

Dear First Name(s):

Private support is becoming increasingly important and critical to our ability to provide all students with a high-quality education at an affordable cost. Gifts to the University provide a dual benefit -- the chance to honor someone who is important in our lives as well as help the University advance its ultimate mission of building the character and careers of our students.

The Foundation for California University of Pennsylvania has received a gift to the FUND in your honor from:

Name (s)

Address1

Address2

City, State Zip

We appreciate that your friends and loved ones have selected California University as an appropriate institution to honor you with their tribute gift. We will continue to advise you of additional gifts as they are received so that you might acknowledge their contributions as well, if that is your desire.

We are very grateful for the generosity of alumni and friends of California University and we are proud to recognize this donation in your honor.

Best Wishes,

Lynn C. Baron '78

Director of Donor Relations and Stewardship

DATE

Title FirstName LastName

Address1

Address2

City, State Zip

Dear First Name(s):

Private support is becoming increasingly important and critical to our ability to provide all students with a high-quality education at an affordable cost. Gifts to the University provide a dual benefit -- the chance to memorialize someone who is important in our lives as well as help the University advance its ultimate mission of building the character and careers of our students.

The Foundation for California University of Pennsylvania has received a gift to the FUND NAME in memory of NAME from:

Name (s)

Address1

Address2

City, State Zip

We appreciate that your friends and loved ones have selected California University as an appropriate institution for their memorial gift. We will continue to advise you of additional gifts as they are received so that you might acknowledge their contributions as well, if that is your desire.

We are very grateful for the generosity of alumni and friends of Californai University and we are proud to recognize this memorial donation.

Best Wishes,

Lynn C. Baron '78

Director of Donor Relations and Stewardship

May 16, 2011

Mr. and Mrs. John C. Sample  
12345 Main Street  
Cleveland, OH

Dear John and Joan:

I would like to extend my sincere appreciation on behalf of Case Western Reserve University for your \$20,000 pledge payment in support of the School of Law Annual Fund.

The unrestricted funding provided by annual fund contributions allows the university the greatest amount of flexibility to meet pressing needs for the school. Your ongoing support continues to have a meaningful impact on our initiatives and we are grateful for your investment.

Thank you again for your dedication to the success of Case Western Reserve University.

Sincerely,

Barbara R. Snyder  
President

BRS:lac

May 16, 2011

Dr. and Mrs. John C. Sample  
12345 Main Street  
Cleveland, OH 44106

Dear Dr. and Mrs. Sample:

On behalf of Case Western Reserve University, please accept my profound appreciation for the \$1,000,000 gift from you and your family to establish the John C. Sample, Ph.D. Professorship in Organic Chemistry.

Our engineering school and entire university look forward to the establishment of the John C. Sample, Ph.D. Professorship in Organic Chemistry, which your family's exceptional contribution will expedite. Your commitment will have a significant impact on the school, and your father's namesake fund will pay lasting, proud tribute to your family's legacy at our university. Ultimately, our engineering students will be the beneficiaries—as this professorship ensures that we will feature a preeminent faculty member in organic chemistry.

Again, we at Case Western Reserve University are grateful for your family's tremendous contribution to the university's success.

Sincerely,

Barbara R. Snyder  
President

BRS:lac

May 16, 2011

Joan Sample  
12345 Main Street  
Cleveland, OH

Dear Ms. Sample:

I am pleased to take this opportunity to express my sincere gratitude for your gift of \$3,000 in support of Dr. John Smith's research at School of Medicine. As an internationally renowned private research institution, Case Western Reserve University relies on philanthropic investments such as yours in order to produce groundbreaking research and to foster a world-class educational environment.

With your help, we will strengthen our efforts to provide every advantage for our students in order to promote their development into leaders in their respective fields of study. We at Case Western Reserve University deeply appreciate your contributing to our advancement.

Sincerely,

Bruce A. Loessin  
Senior Vice President  
University Relations and Development

BAL:lac

ID#«id\_number»

thanks for the  
LOVE



COLLEGE OF  
Saint Benedict

## Thanks for the LOVE!

In making your first gift to Saint Ben's last year, you joined a community that believes deeply in ensuring that students have the opportunity to experience the distinct and purposeful education offered at Saint Ben's. We are counting on you again this year - your continued support makes all the difference!

With all this love going around, take a moment to tell us why you **LOVE** Saint Ben's at [www.givecsb.com](http://www.givecsb.com). One lucky Bennie will win a fabulous gift from CSB!

Resource Development Committee  
CSB Alumnae Board





THANK YOU!

You have answered our call during the Cougar Madness Fundraising Challenge,  
and we are grateful!



Your gift supports our world-class athletic and academic programs.



THANK YOU!

You have answered our call during the Cougar Madness Fundraising Challenge,  
and we are grateful!



Your gift supports our world-class athletic and academic programs.



THANK YOU!

You have answered our call during the Cougar Madness Fundraising Challenge,  
and we are grateful!



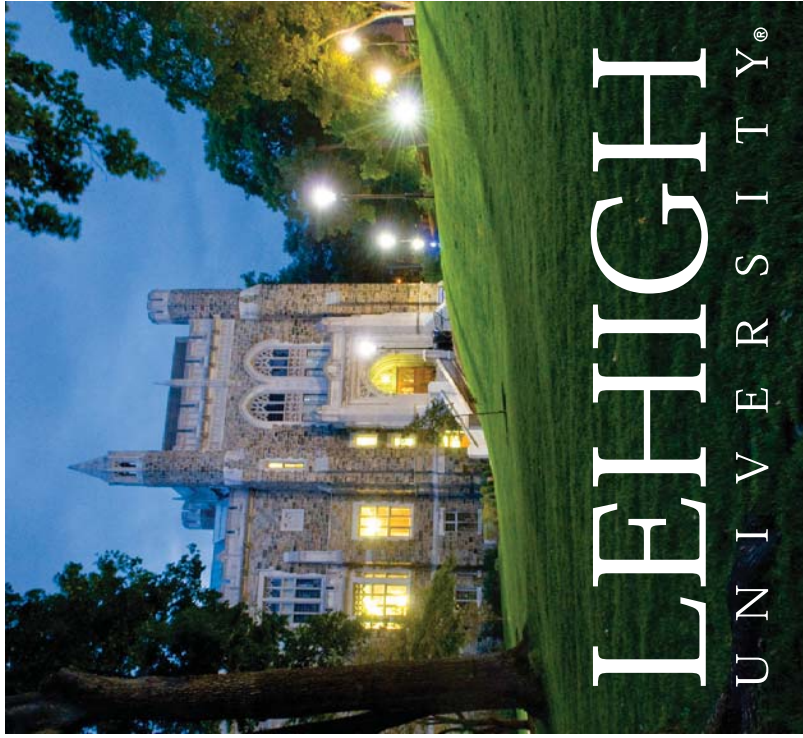
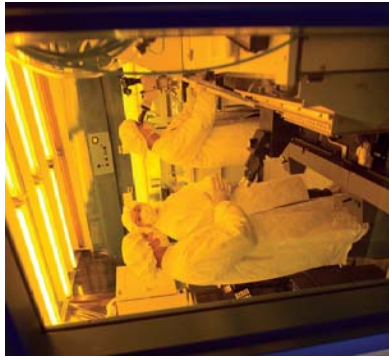
Your gift supports our world-class athletic and academic programs.







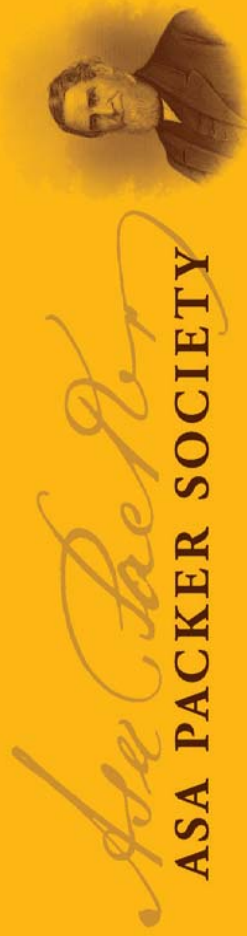
**THANK YOU FOR  
YOUR GENEROUS  
SUPPORT OF  
LEHIGH**



**YOUR GIFT HAS  
MADE A WORLD  
OF DIFFERENCE TO  
OUR STUDENTS**



NON-PROFIT ORG.  
US POSTAGE  
PAID  
PERMIT NO 230  
BETHLEHEM, PA



**THANK YOU FOR YOUR GENEROUS SUPPORT** of Lehigh University  
during fiscal year 2009-10.

We count on gifts from Asa Packer Society members like you to make Lehigh the place that it is today – a highly collaborative culture, where students are given the opportunity to work closely with faculty and fellow students to gain the skills and knowledge needed to make a difference in the world. In fact, 95 percent of all individual gifts to Lehigh come from Society members.

Your generosity helps to make a difference everyday to the men and women attending Lehigh. Each year students come to Lehigh with different backgrounds, experiences, and needs. More than 50% of Lehigh students receive financial support. Our aim is to make Lehigh affordable for all families.

Making a difference is a common goal we all share for our students, our community, and our world!

We are grateful for all that you have done for Lehigh University, and we hope that we can count on your continued support in the coming year.

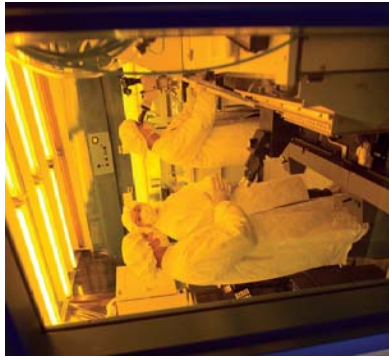
[mylehigh.lehigh.edu/asapackersociety](http://mylehigh.lehigh.edu/asapackersociety)

**LEHIGH UNIVERSITY.**





**THANK YOU FOR  
YOUR GENEROUS  
SUPPORT OF  
LEHIGH**



**YOUR GIFT HAS  
MADE A WORLD  
OF DIFFERENCE TO  
OUR STUDENTS**



**LEHIGH**  
UNIVERSITY®



LEHIGH  
UNIVERSITY®

**THANK YOU FOR YOUR GENEROUS SUPPORT** of Lehigh University  
during fiscal year 2009-10.

Through your generous gift, Lehigh University is able to engage our undergraduate students in a highly collaborative culture, where they are given the opportunity to work closely with faculty and fellow students and make a difference in our world every day.

Your gift made a world of difference to the young men and women making a difference in our world.

We are grateful for all that you have done for Lehigh University, and we hope that we can count on your continued support in the coming year.

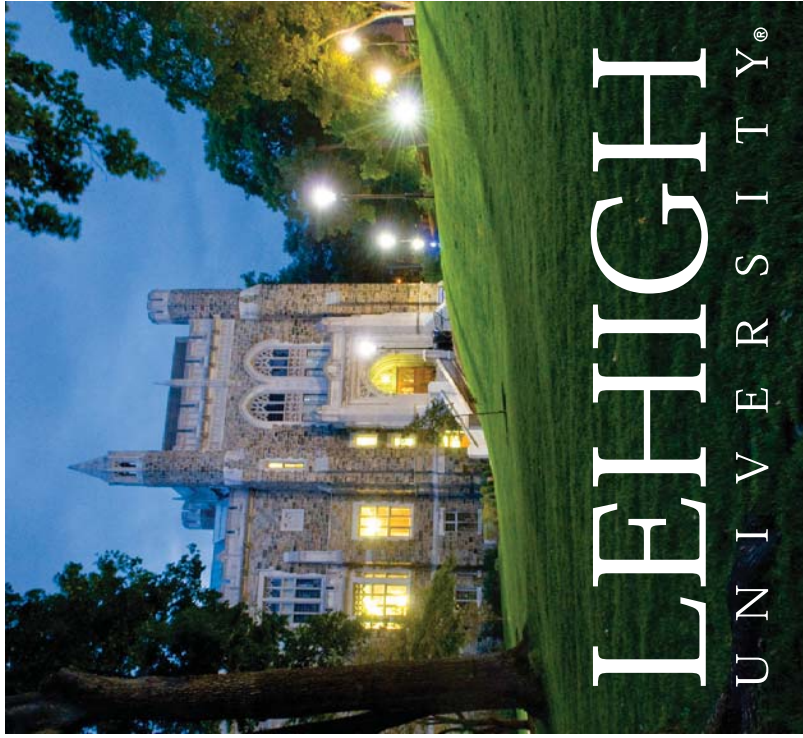
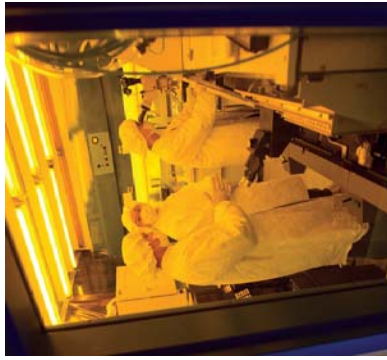
[mylehigh.lehigh.edu/giving](http://mylehigh.lehigh.edu/giving)

NON-PROFIT ORG.  
US POSTAGE  
PAID  
PERMIT NO 230  
BETHLEHEM, PA





**THANK YOU FOR  
YOUR GENEROUS  
SUPPORT OF  
LEHIGH**



**YOUR GIFT HAS  
MADE A WORLD  
OF DIFFERENCE TO  
OUR STUDENTS**



**LEHIGH**  
UNIVERSITY®



**THANK YOU FOR YOUR GENEROUS SUPPORT** of Lehigh University during fiscal year 2009-10.

Reunion is a special time to reflect on your years as a student, to reconnect with old friends, make new ones, and celebrate your Lehigh experience. Your milestone reunion gift is a powerful way to show your commitment to Lehigh and will have an immediate and powerful impact on today's students who will undoubtedly go on to make a difference in our world with their leadership and knowledge.

We hope that you were able to make it back for reunion and enjoyed your time on campus. Please visit [mylehigh.lehigh.edu/reunion](http://mylehigh.lehigh.edu/reunion) for highlights of the weekend.

We are grateful for all that you have done for Lehigh University, and we hope that we can count on your continued support in the coming year.

**LEHIGH UNIVERSITY.**

NON-PROFIT ORG.  
US POSTAGE  
PAID  
PERMIT NO 230  
BETHLEHEM, PA

[REDACTED]

Dear

I want to thank you for your generous gift to [REDACTED], which you designated for use in the Department of [REDACTED]. Your contribution to the [REDACTED].

As the department and [REDACTED] come out of our recent budgetary challenges, I am pleased to be able to tell you that [REDACTED] appears to have weathered the economic storm in good shape. While we have made some changes in response to cuts in budgets, we have used this opportunity to restructure ourselves to more effectively meet our students' needs. We have found more efficient ways to deliver our educational product, we have streamlined and enhanced our administrative processes, and we have trimmed peripheral activities in order to ensure that the excellence of our core mission is maintained. We believe that the department is as strong as ever, despite these challenges.

During this period of adjustment, we have continued to see many successes and accomplishments, which you can view in our online newsletter at [REDACTED]. One striking indication of the continued excellence of the department is seen in the most recent Senior Survey. The class of 2010, the first to fully participate in our new undergraduate curriculum, indicated a level of enthusiasm for their experiences in the department that is the best in the past 10 years (which is as far back as I looked!). While we will continue to fine-tune our curriculum, this reinforcement is very gratifying. At the graduate level, we continue to see incredible applicants, and a remarkable acceptance rate, indicating that students still see us as "the place to be".

The amazing level of support from alumni since the onset of the national economic crisis has been both heartening and inspiring. So many friends of the department, such as you, have affirmed their continuing support in spite of obvious challenges to individuals as well as institutions. For this, we are extremely grateful. Your continued support, both in intellectual and financial terms, has been instrumental in helping us to weather these stormy times, and to push forward in new directions.

On behalf of the students and faculty of the department, thank you very much!

Yours truly,

[REDACTED]



Notifying a Faculty member of a Gift in their honor

DATE

NAME

COMPANY

ADDRESS

ADDRESS

Dear FIRST NAME,

It is my pleasure to let you know that a gift has been made in your honor by NAME in recognition of your generosity of spirit and dedication to teaching, which are an inspiration to your students.

At NAME's request, the gift has been directed to the Nova Southeastern University Fischler School of Education and Human Services Provost's Excellence Fund.

As a professor at the School of Humanities and Social Sciences, you have touched many lives and have made a positive impact on many individuals and families. We congratulate you on this honor and wish you many years of continued success.

Sincerely,

NAME

Vice President for Institutional Advancement

cc: NAME

DATE

NAME

ADDRESS

ADDRESS

Dear FIRST NAME,

On behalf of Nova Southeastern University allow me to personally thank you and the XXXXXXXX Revocable Trust for your pledge to create XXXXXXXX Scholarship Fund.

This generous gift will allow us to award scholarships to outstanding first-time, first-year or transfer undergraduate students who are in financial need. As a valued NSU family member your gift is particularly meaningful and demonstrates your commitment to our mission of providing quality education to our students.

On behalf of the faculty, staff and especially the students, I thank you for your support.

Sincerely;

XXXXXXXXXX

Chancellor

cc: XXXXXXXXXXXX

XXXXXX

NAME  
COMPANY  
ADDRESS  
ADDRESS

Dear XXXXX,

I'd like to take this opportunity to personally thank you and XXXXX  
XXXXXX for your generous gift to Nova Southeastern University  
College of Dental Medicine for the Dean's Discretionary Fund.

Your support enhances the resources that make it possible for us to  
provide the most advanced technology and teaching environment in  
which to train our students to become outstanding dental health  
practitioners.

Your gift sends a vote of confidence to the College and is genuinely  
appreciated.

On behalf of Nova Southeastern University, the College of Dental  
Medicine, and especially the students who will benefit from your gift,  
my sincere thanks.

Sincerely,

XXXXXXXXXXXXXXXXX  
Chancellor

cc: XXXXXXXXXXXXX



# PEACE COLLEGE

RALEIGH, NORTH CAROLINA

*Your Success. Our Mission.*



*A Message from the President's Ambassadors...*



*Brittnie Rogers '11*



*Kirsten Jarrell '11*



*Elaina Bright '11*

## **The 2010-11 Peace College PRESIDENT'S AMBASSADORS THANK YOU for your generosity!**

Thank you for supporting PEACE COLLEGE and our 30-plus student groups (like the Ambassadors) through your gifts to *The Loyalty Fund* and other campus campaigns.

Your loyal contributions enable us to take Peace College to new levels of academic achievement. For more information on how you can support Peace College students and their campus life, contact us at:

**1.800.PEACE47, EXT 2043 | [WWW.ALUMNAE.PEACE.EDU](http://WWW.ALUMNAE.PEACE.EDU)**

**PEACE**  
RALEIGH, NORTH CAROLINA  
**COLLEGE**  
*Office of Development and Alumnae Affairs*  
15 East Peace Street  
Raleigh, North Carolina 27604-1194

May 1, 2011

«name\_line1»  
«name\_line2»  
«add\_line2»  
«add\_line3»  
«add\_line4»  
«add\_line5»

Dear «salutation» or «informal\_name»,

On behalf of the Institute, I am pleased to acknowledge your recent pledge payment/gift of «dollar\_amt» to the «alloc\_long\_desc1». Rensselaer continues to emerge as a premier technological research university of the 21<sup>st</sup> century thanks to the heartfelt generosity of our alumni, family, and friends.

Guided by Dr. Shirley Ann Jackson and inspired by *The Rensselaer Plan*, we remain committed to educating the next generation by fusing entrepreneurship, innovation, research, and the fundamentals across the curriculum. This interdisciplinary approach—combined with world-class facilities, renowned faculty, and progressive new student programs—is our model for a successful and fully transformed university.

Again, I thank you; your generous support allows us to continue on our journey.

Sincerely,

Brenda Wilson-Hale, J.D.  
Vice President, Institute Advancement

---



May 1, 2011

«name\_line1»  
«name\_line2»  
«add\_line1»  
«add\_line2»  
«add\_line3»  
«add\_line4»

Dear «salutation»,

It is my pleasure to thank you for your recent pledge of «dollar\_amt» to Rensselaer Polytechnic Institute in support of the «alloc\_long\_desc1». Your passion and commitment to the Institute make it possible for us to move forward on our journey of transformation and to fully realize *The Rensselaer Plan*.

As the Institute continues its unprecedented growth under the leadership of Dr. Shirley Ann Jackson, our goal, as always, is to provide our talented students the opportunity to create, innovate, and collaborate. World-class facilities, renowned faculty, and progressive new student programs allow us to do so, while giving our students the tools necessary to think globally and the confidence to go out and change the world.

Again, on behalf of our entire Rensselaer community, I thank you—philanthropy such as yours is critical for our success.

Sincerely,

Brenda Wilson-Hale, J.D.  
Vice President, Institute Advancement

---

May 1, 2011

«name\_line1»  
«name\_line2»  
«add\_line1»  
«add\_line2»  
«add\_line3»  
«add\_line4»

Dear «salutation» or «informal\_name»,

Thank you for your recent gift/pledge payment toward the «alloc\_long\_desc1». I also would like to take a moment to acknowledge your dedication as a member of the board of trustees; your insight and vision are invaluable as we continue to emerge as a premier technological research university of the 21<sup>st</sup> century.

Our illustrious past has set the foundation for our auspicious future. With *The Rensselaer Plan* as our guide, and bright, talented, engaged students and faculty coming together across disciplines, our reputation as a world-class university is gaining momentum. We are now entering a new era, one that calls for a diversity of people and a diversity of ideas in order to meet the global challenges before us. As a university, we have built enduring partnerships, cutting-edge facilities, and developed innovative new student programs—all to equip our students with what they need to meet these challenges and, in turn, to change the world.

«informal\_name», I applaud all that you do for the Institute; your generous support allows us to continue on our journey.

Sincerely,

Shirley Ann Jackson, Ph.D.  
President  
Professor of Physics  
Professor of Engineering Sciences

---



May 1, 2011

«name\_line1»

«name\_line2»

«add\_line1»

«add\_line2»

«add\_line3»

«add\_line4»

Dear «salutation»,

It is my sincere pleasure to thank you for your recent pledge in support of the «alloc\_desc1». A commitment of this caliber allows us to make unparalleled investments in people, programs, platforms, and partnerships—our vision as we fulfill *The Rensselaer Plan*.

We continue to enhance discovery, encourage innovation, and strengthen the cultural, intellectual, and personal development of our students, all while staying true to the Rensselaer mission of “applying science to the common purposes of life.” Focus and determination has brought us this far on our journey of transformation, and such resolve will sustain us as we forge ahead.

Again, on behalf of our entire Rensselaer community, I thank you—philanthropy such as yours is critical to the sustainability of the Institute.

Sincerely,

Shirley Ann Jackson, Ph.D.  
President  
Professor of Physics  
Professor of Engineering Sciences

**Rutgers University Foundation**  
Basic Receipt Text-Sent for all donations at any value

May 16, 2011

Mr. Henry Rutgers  
123 Scarlet Knights Drive  
New Brunswick, NJ 08901

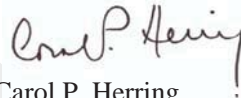
On behalf of the Rutgers University Foundation, thank you for your gift to Rutgers, The State University of New Jersey. Your gift counts toward a campaign called Our Rutgers, Our Future. The campaign will broaden and enhance the many ways the university serves students, the state, and the world.

Our Rutgers, Our Future is a campaign historic in magnitude -- a campaign that envisions a university responsive to the needs of its students and the world in the 21st century. Funds raised by the campaign will support four key areas: faculty and research; students and learning; campuses and facilities; and university and community programs.

Rutgers is poised to advance into the highest ranks of the nation's public research universities, and your gift will help the university realize that goal.

Your contribution is very much appreciated.

Sincerely,



Carol P. Herring  
President

Mr. Henry Rutgers  
123 Scarlet Knights Drive  
New Brunswick, NJ 08901

Amount: \$2,500.00  
Contribution processed on: May 10, 2011  
Designation: President's Fund

There were no substantial goods or services exchanged for this contribution.

## **Rutgers University Foundation**

Honorary Notification Letter-Notification sent for all honorary donations

May 16, 2011

Mr. Henry Rutgers  
123 Scarlet Knights Drive  
New Brunswick, NJ 08901

Dear Mr. Rutgers:

I am pleased to let you know that a gift was made in your honor to Rutgers, The State University of New Jersey, for the President's Fund. The contribution was given by:

Mr. Jeffrey Rutgers  
456 Scarlet Pride Lane  
New Brunswick, NJ 08901

This donation was given as a tribute to you and will have a lasting impact on the university. I hope that you will take pride in this kind gesture and the many ways it helps to advance and strengthen Rutgers and promote higher learning in New Jersey.

Sincerely,

Nichole Farella  
Assistant Director of Stewardship

**Rutgers University Foundation**  
Matching Gift Notification Letter-Sent for matching gifts of \$1K or more

May 16, 2011

Mr. Henry Rutgers  
123 Scarlet Knights Drive  
New Brunswick, NJ 08901

Dear Mr. Rutgers:

I am pleased to let you know that The XYZ Foundation has provided funds in the amount of \$2,500.00 to match your gift to Rutgers, The State University of New Jersey.

Your effort to obtain this additional benefit for Rutgers is greatly appreciated. This support will help to advance the *Our Rutgers, Our Future* campaign which seeks to raise \$1 billion in private funding to provide more scholarships and research opportunities, improve facilities, and expand community programs. Your thoughtfulness will help us to meet this important goal for Rutgers, and I thank you for your assistance.

Sincerely,

Nichole Farella  
Assistant Director of Stewardship

**Rutgers University Foundation**

Memorial Notification Letter-Notification sent for all memorial donations made within 1 year of the individual's passing

May 16, 2011

Mr. Henry Rutgers  
123 Scarlet Knights Drive  
New Brunswick, NJ 08901

Dear Mr. Rutgers:

I am writing to tell you that a gift in memory of Mrs. Felicia Rutgers has been made to Rutgers, The State University of New Jersey, in support of the President's Fund. The contribution was given by:

Mr. Jeffrey Rutgers  
456 Scarlet Pride Lane  
New Brunswick, NJ 08901

This gift thoughtfully memorializes your wife and provides meaningful support to Rutgers. I hope that you will take comfort in the way this donation celebrates the life of someone special to you, strengthens our state university, and advances higher learning in New Jersey.

Sincerely,

Nichole Farella  
Assistant Director of Stewardship

**Rutgers University Foundation**

Recognition Credit Notification Letter-Notification sent to soft credit donors for gifts of  
\$1K or more

May 16, 2011

Mr. Henry Rutgers  
123 Scarlet Knights Drive  
New Brunswick, NJ 08901

Dear Mr. Rutgers:

Thank you for your gift of \$5,000.00 to Rutgers, The State University of New Jersey, through the Fidelity Charitable Gift Fund. The Rutgers University Foundation is pleased to give you recognition for this donation to the President's Fund.

Your thoughtfulness will help Rutgers to advance to an even higher level of prestige and achievement. The *Our Rutgers, Our Future* campaign is committed to raising \$1 billion in private funding. Your assistance will help the university to provide more scholarships and research opportunities, improve facilities, and broaden community outreach programs. On behalf of Rutgers, I thank you for your support.

Sincerely,

Nichole Farella  
Assistant Director of Stewardship

**Rutgers University Foundation**

Special Letter for gift \$100K plus-Hand written letter customized for donor and gift

February 10, 2011

Mr. John A. Doe  
265 ABC Avenue  
New York, NY 10065

Dear Mr. Doe:

Thank you for your pledge of \$200,000 and payment of \$100,000 to Rutgers, The State University of New Jersey. As requested, it will establish the John A. Doe Endowed Scholarship.

Rutgers is committed to making higher education accessible to young people from a wide array of backgrounds. Your generous gift will have a significant impact on talented students with financial need who are pursuing degrees in journalism or media studies. Scholarships, which help students focus on their coursework and graduate with less debt, are a meaningful way to give back to the university and to the discipline you studied here.

*Our Rutgers, Our Future*, an ambitious effort to raise \$1 billion for the university, has made private support of scholarships a priority. Your gift is helping us to reach our goal of making Rutgers one of the nation's pre-eminent public research universities. Thank you for your commitment and generosity.

Sincerely yours,

Richard L. McCormick

**Rutgers University Foundation**

Sample boiler-plate acknowledgement letter from the University President  
Used to acknowledge pledges, gifts and payments valued at \$10K to \$99,999  
(Those over \$99,999 or coded for special handling at any value receive  
hand written letters)

May 16, 2011

Mr. Henry Rutgers  
123 Scarlet Knights Drive  
New Brunswick, NJ 08901

Dear Mr. Rutgers:

Thank you for your commitment of \$25,000.00 to Rutgers, The State University of New Jersey. As requested, it has been directed to the Henry Rutgers Scholarship Fund.

Your pledge advances *Our Rutgers, Our Future*, a campaign to raise \$1 billion in private funding to transform our campuses with state-of-the art facilities, to offer students more opportunities for learning, to engage faculty in cutting-edge research, and to deliver vital services to communities both at home and abroad. The success of this effort depends on the investment of thoughtful contributors like you, and we are grateful for your assistance.

Rutgers is beginning a new era of achievement that will bring the university to an even higher level of prestige. With your help, we can accomplish great things for Rutgers and our students. Thank you for your generosity.

Sincerely yours,

Richard L. McCormick



April 29, 2011

Mr. & Mrs. Donor  
Address  
City, State ZIP

Dear Mr. and Mrs. Donor,

On behalf of the Seattle University community, thank you for your generous gift of \$1,000.00 to the Academic Resource Center Scholarship. In appreciation, we are honored to include you as members of the President's Club recognizing the most generous supporters of Seattle University.

The need for skilled and motivated leaders ready to address the social problems of today and tomorrow is greater than ever. Your gift will have a direct impact on our ability to educate a diverse student body who are committed to making a difference in their professions and communities regardless of their financial means.

On behalf of all those who benefit from your support, please accept my sincere thanks for your gift and commitment to Seattle University's students.

Sincerely,

Maggie Keelan  
Director of Annual Giving

*This receipt must be retained to support charitable contributions for tax purposes. The donor has not received goods or services in consideration of his/her gift(s).*

April 29, 2011

Mr. & Mrs. Donor  
Address  
Somewhere ST Zip

Dear Mr. & Mrs. Donor,

On behalf of the Seattle University community, thank you for your generous gifts totaling \$1,000.00 distributed equally to the Seattle University Fund, Science & Engineering Undergraduate Research, Athletics, and the Seattle University Youth Initiative. In appreciation, we are honored to include you as members of the President's Club recognizing the most generous supporters of Seattle University.

Today and every day, Seattle University strives to educate and prepare outstanding students to take their place in the world and make it a better place. Your investment will greatly enhance our commitment to academic excellence, education of the whole person, professional formation, and leadership for a just and humane world.

On behalf of all those who benefit from your support, please accept my sincere thanks for your gift and commitment to Seattle University.

Sincerely,

Maggie Keelan  
Director of Annual Giving

*This receipt must be retained to support charitable contributions for tax purposes. The donor has not received goods or services in consideration of his/her gift(s).*

Date \_\_, 2011

Name  
Addy  
City

Dear \_\_\_\_:

As President of Seattle University, it is my great pleasure to thank you for your recent gift to the \_\_\_\_\_.

Seattle University has become a university of choice, a place where students want to be. Today's students are giving us the highest rankings possible across the broad range of what is most important to them – academic quality, financial aid, and campus life. You, through your generous support, are making this positive experience possible.

I deeply appreciate your investment in Seattle University, our programs, and our students.

Warm regards,

Stephen V. Sundborg, S.J.  
President

## GIFT RECEIPT

December 31, 2010

Mr. John Smith and Mrs. Sandy Hair  
Number bla bla  
Bellevue, WA 980

Dear Mr. and Mrs. \_\_\_\_,

On behalf of the Seattle University community, thank you for your generous gift of ## shares of *Boeing Company stock* given on (insert stock sale date) to the School of \_\_\_\_\_. In appreciation, we are honored to include you as members of the President's Club recognizing the most generous supporters of Seattle University.

Your investment in Seattle University ensures excellence in our programs and a brighter future for our students. You can take pride in knowing that your gift will be put to immediate use in helping to recruit and retain a faculty body dedicated to teaching, maintain and enhance our campus facilities, and most importantly allow SU to offer the financial assistance so many deserving STM students need to pursue their goals.

On behalf of all those who benefit from your support, please accept my sincere thanks for your gift and commitment to Seattle University.

Sincerely,

Sarah Finney  
Assistant Vice President for University Advancement  
Director of Development

*-- Per IRS requirements, please note that the donor has the responsibility of valuing a stock gift for tax deduction purposes. This letter will serve as your receipt and confirmation that the above stock gift was received by Seattle University, and you have received no goods or services in return for your donation.*



# class of 2011

OVERSTREET



Thank You!







SAU Foundation  
P.O. 9174  
Magnolia, AR 71754-9174

NON-PROFIT ORG  
US POSTAGE PAID  
MAGNOLIA, AR  
PERMIT NO. 83

*Your scholarship  
at SAU  
made dreams  
come true!*

*Thanks!*

*Southern Arkansas University  
Class of 2011*



Date

Name  
Address  
CSZ

Dear Name,

Thank you for believing in [organization] and our students! Your generous gift of \$<amount> to the <scholarship name> is truly appreciated.

As you know, providing funding for need-based tuition assistance remains a top priority and a significant need at [organization]. This year alone, more than one million dollars in financial aid has been awarded. Because you, and so many others, have generously supported our school, more than 42% of students benefit from need-based tuition assistance. Jessica is one of the 251 students who is able to attend [organization] due in part to financial aid.

“Thank you for making a seemingly impossible high school experience a reality for me. My family has little to no income, five children and no father. [Org] is the best school a girl in [State] can attend. You are giving me not only one opportunity, but through this opportunity the potential to grow and change and improve in countless ways, as a young woman, a Christian, a scholar, friend, leader, servant and as a citizen of the world in general.” – Jessica, Class of 2012

Thank you for partnering with [organization] to perpetuate a mission that celebrates the potential of young women by providing for their intellectual, spiritual, physical and emotional development.

Again, please know we are deeply grateful for your generous support of [organization] and our outstanding students. Your kindness is yet another example of why our school community is so special.

Sincerely,

Name  
Title



Stephanie Kingsbury Baker  
Associate Director  
of Development and Annual Giving

Tuck School of Business at Dartmouth  
100 Tuck Hall  
Hanover, NH 03755-9000  
Tel: 603-646-8967  
Fax: 603-646-1308  
stephanie.k.baker@tuck.dartmouth.edu  
www.tuck.dartmouth.edu

May 20, 2011

NAME  
ADDRESS  
CITY, STATE ZIP

Dear FIRST NAME

Thank you for your 05/01/11 gift of \$500.00 credited to the 2011 Tuck Annual Giving Campaign. We are pleased to recognize you this year as a member of the Underwriters gift level.

Our records indicate that you are eligible for a corporate matching gift. This extra support is crucial to help fund new programs in leadership and ethics this year. Please call your match in to the TAG office, send us the appropriate form, or advise us if our records are inaccurate. A self-addressed return envelope is enclosed for your convenience. You may also check [www.matchinggifts.com/tse](http://www.matchinggifts.com/tse) to see if your company matches.

Your TAG support is vital in sustaining Tuck's mission: to provide the best business leadership education in the world. TAG plays a critical role in providing high quality faculty, facilities and technology, as well as much needed scholarship support for our students who, like you, will make considerable contributions to our world.

NAME, thank you for giving to every TAG campaign since you graduated. We are extremely grateful for your additional support and commitment as Class Secretary for your T'91 class. We hope you will make it back for Reunion Weekend on October 14-16, 2011 to re-experience Tuck and to reconnect with classmates, faculty, and friends.

Sincerely,

*Stephanie K. Baker*

Stephanie K. Baker  
Associate Director of Development and Annual Giving

Enc: Match Card, Return Envelope

TAG Alumni Giving History: You have contributed \$5,890.00 to 20 TAG campaigns, with corporate matching of \$3,250.00.

NAME  
Thanks so much for your long term support of Tuck through TAG! We hope to see you this fall for your 20th Reunion. Keep those great "Tuck Today" class notes coming! Best,  
Stephanie



# Thanks to you,

we're able to build a brighter future at the University at Buffalo.



**University at Buffalo** *The State University of New York* | COLLEGE OF ARTS AND SCIENCES





College of Arts and Sciences  
810 Clemens Hall  
Buffalo, NY 14260-4600

[www.giving.buffalo.edu](http://www.giving.buffalo.edu)





College of Arts and Sciences  
810 Clemens Hall  
Buffalo, NY 14260-4600

[www.giving.buffalo.edu](http://www.giving.buffalo.edu)

Dear Mr. Bull,

Your gift to the CAS Dean's Innovation Fund is appreciated. Your gift supports young men and women who make UB a great university today and will make the world a better place tomorrow.

A handwritten signature in black ink, reading 'Bruce D. McCombe'.

Bruce D. McCombe, Dean  
College of Arts and Sciences

Mr. Victor E. Bull  
123 Alumni Way  
Buffalo, NY 14206



May 19, 2011

Mr. Victor E. Bull  
123 Alumni Way  
Buffalo, NY 14260

Dear Mr. Bull:

Thank you for your recent gift to the Dean's Innovation Fund in the School of Medicine and Biomedical Sciences at the University at Buffalo. I am delighted to welcome you as a member of the James Platt White Society, our giving society for donors who give gifts of \$1000 or more during the academic year.

Gifts from our alumni and friends are indispensable. State assistance alone is not sufficient to offer the academic opportunities our students and trainees need to achieve their goals – medical and scientific knowledge, professional skill in medical and scientific endeavors and an ethical approach to problems and their solutions. We count you as a valuable partner in our vision to make UB as a top-tier university by the year 2020.

We are deeply grateful that you chose to give to the School of Medicine and Biomedical Sciences. On behalf of our students and faculty, and on behalf of those who will benefit ultimately from their medical care and scientific research, I thank you.

Sincerely,

Michael E. Cain, MD  
Dean

May 19, 2011

Miss Victoria S. Bull  
456 Alumni Way  
Buffalo, NY 14260

Dear Victoria,

Thank you for your pledge to the University at Buffalo in support of the Division of Athletics.

The support and loyalty we receive from you and other members of the UB family are invaluable to the continued success of the University's programs. We sincerely appreciate your generosity and thank you for contributing to UB's excellence.

If you have any questions regarding your payroll deduction gift, please feel free to contact me at (716) 881-1708 or via e-mail at [donorrelations@devmail.buffalo.edu](mailto:donorrelations@devmail.buffalo.edu).

Sincerely,

Nicole Shepherd  
Director of Donor Relations and Stewardship

---

*As you instructed the Payroll Office of the State of New York will deduct \$10.00 bi-weekly for 26 pay periods for a total pledge of \$260.00.*

May 19, 2011

Mr. Victor A. Bull  
123 Alumni Way  
Buffalo, NY 14260

Dear Mr. Bull:

Please accept my sincerest thanks for your recent gift in support of the Department of Electrical Engineering. Your generosity helps UB and School of Engineering and Applied Sciences to maintain our high standard of excellence, as well as to encourage development and of collaboration within our university community that further strengthens our foundation. We are deeply grateful for the vision and the goodwill that you continue to extend on our behalf, as well as for the important role you play in shaping our future as a truly great public research university.

Now more than ever, public research universities like UB are critically needed to generate new human and intellectual capital, create educational opportunity and access, and grow the new knowledge-based economy that is vital to our future. Yet while UB's aims have never been more ambitious and the call for access to first-rate higher education has never been more urgent, the challenges that we and our fellow public universities face have never been greater. The continuing decline of public support for public higher education means that we increasingly rely on private contributions to advance our mission. Gifts like yours thus have all the more impact on our university community and are all the more meaningful.

As UB seeks to take our academic enterprise to even greater heights of excellence, the importance of the support we receive from alumni and community friends like you cannot be overstated. Your dedication to UB, and to providing opportunities that further our mission of cutting-edge scholarship, leadership, development, and public service, are truly inspiring. On behalf of the entire UB community, thank you again for your continued generosity, and for your commitment to the future of UB.

Sincerely,

Satish J. Tripathi  
President



UCF Foundation, Inc.

April 28, 2011



Dear 

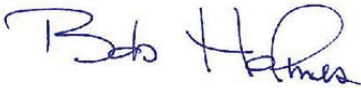
**Thank You!**

Your gift is sincerely appreciated. Because of loyal supporters like you, the University of Central Florida continues to grow to meet the needs of our students, our faculty, and the members of our Central Florida community. Through the generosity of our alumni and friends, UCF has become one of the premier metropolitan research universities in the nation.

UCF has experienced tremendous change and expansion over the past few years. New buildings have enriched our campus and given us the chance to provide more opportunities for our students, faculty, staff, and community.

Your involvement and dedication affords us the opportunity to provide scholarships, hire outstanding faculty and staff members, grow our campus, and offer excellent academic programs. **Thank you for your role in building UCF's future.**

Sincerely,





Robert J. Holmes, Jr.  
Chief Executive Officer  
UCF Foundation, Inc.

**Gift Receipt**

*University of Central Florida Foundation, Inc.*

*No goods or services were given in return for this contribution. Please retain this receipt for your tax records.*

Thank you for your gift of the   


University of Central Florida Foundation, Inc. • 12424 Research Parkway, Suite 250  
Orlando FL 32826 • (407) 882-1220 • [www.ucffoundation.org](http://www.ucffoundation.org)



**GOLDEN KNIGHTS CLUB**

January 27, 2011

Dear [REDACTED]

On behalf of the University of Central Florida Athletics Association, thank you for your 2010 donation to the Golden Knights Club. Because of generous gifts from donors like you, UCF Athletics is able to provide our student-athletes with the best academic and competitive assistance available.

To assist you in the preparation of your tax return, we are providing the most current information related to your 2010 calendar year gifts. Below is a summary of your contributions to the GKC from January 1 to December 31, 2010.

**2011 GKC Contributions**

\$ 25.00	Gross contribution
\$ 0.00	Less the value of your GKC benefits
<b>\$ 25.00</b>	<b>Eligible Contribution</b>

Internal Revenue Service (IRS) states that the portion of your contribution exceeding the value of any benefits you receive may be eligible for a charitable contribution income tax deduction. The amount of your contribution that may qualify for this deduction is your net gift amount.

In addition, IRS regulations say that 20% of your net gift amount represents the fair market value of the right to sit in a priority section. As such, you are required to reduce the net gift amount by an additional 20% if you were eligible to receive priority seating. Please consult with your tax advisor for more information regarding these IRS regulations.

Again, thank you for your generous support of the UCF Knights!

Sincerely,

A handwritten signature in black ink, appearing to read 'Jeff Ulmer'.

Jeff A. Ulmer  
Assistant VP for Athletics Development  
0000019232





UCF Foundation, Inc.

April 28, 2011

Dear [REDACTED]

**Thank You!**

Your gift is sincerely appreciated. Because of loyal supporters like you, the University of Central Florida continues to grow to meet the needs of our students, our faculty, and the members of our Central Florida community. Through the generosity of our alumni and friends, UCF has become one of the premier metropolitan research universities in the nation.

UCF has experienced tremendous change and expansion over the past few years. New buildings have enriched our campus and given us the chance to provide more opportunities for our students, faculty, staff, and community.

Your involvement and dedication affords us the opportunity to provide scholarships, hire outstanding faculty and staff members, grow our campus, and offer excellent academic programs. **Thank you for your role in building UCF's future.**

Sincerely,

A handwritten signature in blue ink that reads "Bob Holmes".

Robert J. Holmes, Jr.  
Chief Executive Officer  
UCF Foundation, Inc.

**Gift Receipt**

*University of Central Florida Foundation, Inc.*

***No goods or services were given in return for this contribution. Please retain this receipt for your tax records.***

Thank you for your gift of [REDACTED] on 4/25/2011, designated as follows:

The Parent Fund [REDACTED]

This fulfills your pledge of [REDACTED]. Thank you.

On behalf of the University of Houston, I want to personally thank you for your gift of \$25,000 to fund the naming of the Advanced Media Classroom in the Cullen College of Engineering. It is gifts from thoughtful donors like you - those individuals who care deeply about the University of Houston - that represent a vote of confidence in our mission.

Earlier this year, we made some exciting headway in our journey toward Tier One when the Carnegie Foundation placed the University of Houston in the top level of research universities. This designation makes the University of Houston one of only three public Carnegie-designated Tier One research universities in Texas - a significant accomplishment that we could not have achieved without the support of donors like you.

As we advance, our partnerships with the community, friends and alumni will be even more vital. Each contribution has a direct and immediate impact on the university and funds a level of excellence not supported through state assistance.

I hope you take pride in knowing that your gifts are crucial to the success of the University of Houston and our students. All of us who work and study here are grateful for your continued support.

On behalf of the University of Houston, I want to thank you for your firm's recent pledge payment to the Gerald D. Hines College of Architecture and your continued support of its programs.

The University of Houston already is having a banner year, being named a Tier One research university by the Carnegie Foundation, and reaching an enrollment record of more than 38,000 students. This past fall, the 5th Year Architecture Design Studio at UH's teamed up with Houston's Lutheran South Academy to design a theater and addition to the school's gymnasium, and in February the college hosted TEX-FAB, a network of organizations and professionals committed to the exploration of three-dimensional design and digital production of building components. It is in your investments, in part, that allow for these great initiatives to happen, and your most recent payment will ensure that the college will continue to thrive.

On behalf of those students and the University of Houston community, I thank you for your loyalty to UH and look forward to sharing more successes with you in the future.

May 19, 2011

Recipient Name

Address

City, State, Zip

Dear,

Thank you for your recent contribution to the University of Illinois Department of Chemistry. We are very grateful to have your support.

Donations like yours allow us to carry on our tradition of excellence. Indeed, they are an essential component of our day-to-day operations. Thus, gift funds support a wide range of activities within the department, including recruiting and supporting the best and brightest students and faculty; bringing in prominent speakers and lecturers from across the globe; and providing support to the Department and its facilities.

Thank you again for your gift. If you have any questions or comments, please feel free to contact 


Sincerely,


Department of Chemistry



THE UNIVERSITY OF OKLAHOMA  
**FOUNDATION**

# BY THE NUMBERS **Spring 2011**



# 1955

Incorporation of the University of  
Oklahoma Foundation

# 1959

Total assets exceed  
\$1 million

# 1989

Total assets exceed  
\$100 million

# 1999

Total assets exceed  
\$500 million

# 2011

Total assets exceed  
\$1 billion

## BY THE NUMBERS Spring 2011



No individual builds anything  
worthwhile by his effort alone.

– *Lloyd Noble*



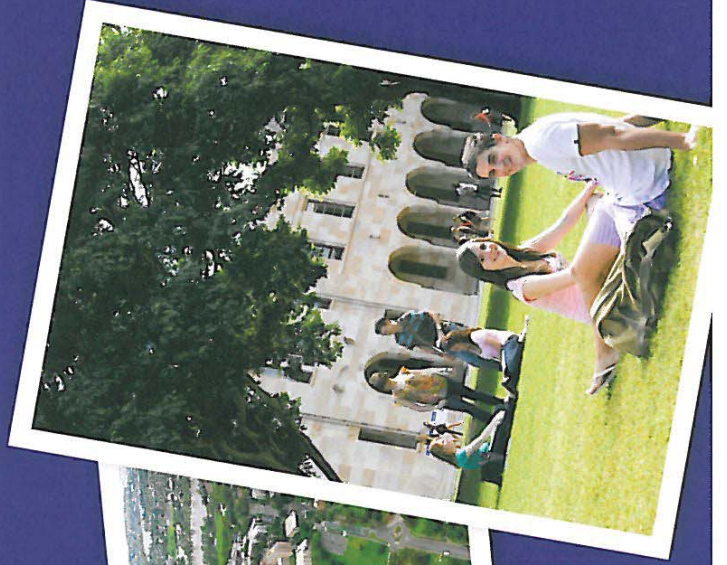
# Thank you

Dear Ms Greenaway & Mr Greenaway

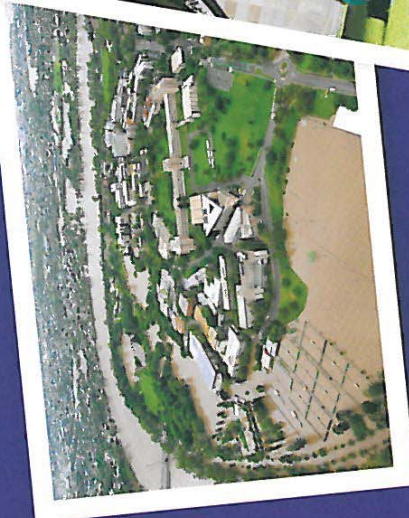
Thank you for your generous gift to support the Vice-Chancellor's Emergency Student Welfare Fund.

I'm a current student studying Accounting and Finance. The house I lived in at St Lucia was flooded and I lost many of my belongings. I wanted to thank you very much for your gift. This support has made a difference to me personally as well as 400 other students who were also affected by the flood. The grant I received meant I was able to purchase my textbooks and replace some of my belongings.

I'm very grateful and I really appreciated your support! Thanks again! Qinfan Zhang.



## Thank you



Vice-Chancellor's  
Emergency Student  
Welfare Fund



### Advancement Office

The University of Queensland  
Brisbane QLD 4072 Australia

[www.alumni.uq.edu/giving](http://www.alumni.uq.edu/giving)

Tel: +61 7 3346 3900

Fax: +61 7 3346 3901

Email: [advancement.office@uq.edu.au](mailto:advancement.office@uq.edu.au)

Photo left: An aerial shot of the St Lucia campus during the floods in January 2011  
Right: Students in the Great Court, St Lucia campus



THE UNIVERSITY OF OKLAHOMA  
**FOUNDATION**

March 24, 2011

Ms. Jana C. Moring  
429 W Comanche St  
Norman, OK 73069-5614

Dear Friend of OU,

For more than 50 years, the OU Foundation has stewarded in excess of \$1.4 billion in gifts from generations of loyal Sooners.

Powered by sound investment strategies, our continued success in providing millions every year to support OU is the direct result of your generosity. As the Foundation heads toward the finish line of Fiscal Year 2011, our donors are on pace for another *record-breaking year of giving*.

In this milestone year, donations of all amounts are making a difference at the University of Oklahoma. Your gift counts.

Sincerely,

Guy L. Patton  
President

**Your Tax Receipt**

Receipt ID 1069748  
Donor ID 000215034

<b>Credit Date</b>	<b>Department</b>	<b>Fund Name</b>	<b>Amount:</b>	<b>\$41.67</b>
03/24/11	ENGLISH	Associates of the University of Oklahoma	<b>Tax Deductible:</b>	<b>\$41.67</b>
			<b>Quid Pro Quo:</b>	<b>\$.00</b>

If you donated through a joint account, only one name is listed below as IRS guidelines require us to record individual names for gifts. Please be assured this does not affect existing joint status in University departments or organizations.

Ms. Jana C. Moring  
429 W Comanche St  
Norman, OK 73069-5614

The University of Oklahoma Foundation, Inc.  
100 Timberdell Road Norman, OK 73019-0685  
Toll Free: 866-321-1174 Fax: 405-321-1180  
[www.oufoundation.org](http://www.oufoundation.org)

100 Timberdell Road

Norman, Oklahoma 73019-0685

The University of Oklahoma Foundation's USA Federal Tax I.D. No. is 73-6091755. Cancelled checks are no longer valid substantiation for charitable gifts over \$250. US Donors please retain this receipt for your tax records. No goods or services were received in exchange for this contribution unless specifically noted.



Types of sample letters enclosed:

Pledge to endow scholarship, particular school  
Pledge to endow scholarship, university general-ANONYMOUS  
Gift to endow scholarship, particular school  
Planned gift: Bequest-life insurance policy beneficiary  
Planned gift: Bequest commitment  
Planned gift: Bequest realized  
Planned gift: Charitable remainder unitrust  
Pledge to endow chair/professorship  
Payment on pledge to endow chair/professorship  
Family Foundation gift for medical research  
Foundation gift for medical research  
Corporation chair/professorship pledge payment-ANONYMOUS  
Gift to business school  
Gift renewing membership in school donor society  
Gift to building fund  
Gift for lectureship in honor of someone

PLEDGE TO ENDOW SCHOLARSHIP-Name of College

Mr. John A. Smith

Dear Mr. Smith (or John):

Thank you for your wonderful commitment to establish the Smith Family Scholarship at the name of college. You are very kind to offer this generous support to University name and to good young people who need help financially to be part of our community. What a life-changing impact your gift will have on talented students as they work to realize their educational dreams.

The success of name of scholarship campaign depends on compassionate alumni like you who see the value of investing in young people who want to attend this exceptional institution. I am deeply grateful for your giving and your confidence in the university's mission.

I hope to be able to thank you in person someday soon. All the best to the Smith family.

Sincerely,  
Chancellor's name

PLEDGE TO ENDOW SCHOLARSHIP-university general--ANONYMOUS

Mr. John A. Smith

Dear Mr. Smith (or John):

Thank you for your splendid pledge through the Smith Family Foundation to establish a scholarship for undergraduate students at University name. It was wonderful to hear the good news from Jack Jones, and he and I are deeply grateful for your far-sighted commitment. As you probably know, the university's major priority is to ensure that all qualified undergraduate students have access to a University name education regardless of their ability to pay. The Smith Scholarship will help us enable bright students of modest means to fulfill their educational ambitions at our great university.

Your willingness to help students live the American dream and have the University name experience is inspiring. Thank you for providing the timeless gift of education to young people and for helping them in such a profound way. The university will honor your request that the scholarship remain anonymous until you instruct otherwise.

All the best to the Smith family.

Sincerely,  
Chancellor's name

GIFT TO ENDOW SCHOLARSHIP-Name of School

Mr. John A. Smith

Dear Mr. Smith (or John):

Thank you for your meaningful gift to establish the Smith Family Scholarship at the Name of School. You are wonderful to do this for University name and for the many deserving students who will benefit from your kindness. I am grateful to you for helping others have the University name experience, especially since the school has been so important to you and your family. This scholarship will create life-transforming opportunities for the students, and that is a priceless gift.

The Name of School has a proud tradition and enjoys a strong reputation. The highly skilled name of trained students and educators that it trains will play an increasingly important role in our health care system during the years ahead. I am confident that the school has a bright future, thanks to caring and generous alumni like you. All the best.

Sincerely,  
Chancellor's name

BEQUEST-LIFE INSURANCE POLICY BENEFICIARY  
by Board of Trust member

Mr. John A. Smith

Dear Mr. Smith (or John):

Thank you for including University name in your estate plans by making the university a beneficiary of your life insurance policy. This is yet another meaningful demonstration of your steadfast support and deep love for your alma mater. Our University name continues to ascend, and your generosity does so much to enhance this magnificent institution.

Knowing of your support and counsel makes me confident about the university's bright future. I am especially proud of what you have helped accomplish as we close in on the finish line of the campaign. Your involvement is helping transform University name in remarkable ways.

Best to you and Mary.

Sincerely,  
Chancellor's name

## PLANNED GIVING-BEQUEST COMMITMENT

Mr. John A. Smith

Dear Mr. Smith (or John):

Thank you for including *name of university name of school* in your estate plans. It is very kind of you to arrange for the school to receive such generous funds for scholarships. This is a wonderful way to give back to the university and to help others have the kind of educational opportunities that have been important to you.

*Name of school dean* and I believe that expanding *type of* scholarships is a major institutional priority so that we can enable students to graduate without onerous debt. Your generous commitment will help us meet this challenge in the years ahead, and I am deeply grateful.

Thank you for your meaningful vote of confidence in the school and its mission. All the best for the holidays and 2011.

Sincerely,  
Chancellor name

## PLANNED GIVING-BEQUEST REALIZED

Mr. John A. Smith

Dear Mr. Smith (or John):

I gratefully acknowledge the generous distribution from the name of trust that your late father was kind enough to establish. The thoughtful generosity of your parents made this gift possible, and I am so pleased that their philanthropy will help strengthen your name of school. The resources provided by your family will enable us to create new opportunities for students drawn to area of interest. I appreciate your role in facilitating the trust distribution and offering guidance in the use of the funds.

The name of school is moving forward under name of dean's strong leadership. We depend on the generosity of our friends and alumni to help keep the school headed in the right direction. You and your family have demonstrated an inspiring devotion to name of university's values and priorities, and that means great deal to all of us. Thank you so much for your loyal partnership.

All the best to the Smith family.

Sincerely,  
Chancellor's name

PLEDGE TO ENDOW CHAIR (PROFESSORSHIP)

Mr. and Mrs. John A. Smith

Dear John and Mary:

Thank you for your splendid commitment to establish a chair in area at name of college. What a wonderful act of kindness for the advancement of area of study. The John and Mary Jones Chair in subject will honor your life-long commitment as a couple to area of study and enable name of college to attract and retain the brightest scholars in this important area of study. I am deeply grateful to you both for partnering with University name and empowering the university to achieve its humanitarian mission. Your values and priorities are those that anchor us, now and in the future.

Our University name continues to ascend, and your generosity does so much to enhance this magnificent institution! I hope to have the opportunity to thank you personally someday soon. All the best, my friends.

Sincerely,  
Chancellor's name



PAYMENT ON PLEDGE FOR CHAIR (PROFESSORSHIP)

Mr. and Mrs. John A. Smith

Dear John and Mary:

Many thanks for the recent gift toward your wonderful chair commitment. I am enormously grateful for what you both are doing to help advance the education and research mission of the university. Chairs are fundamental to building a strong faculty, and your gift will help the university recruit and keep talented and creative people who inspire students.

Knowing of your support and understanding of our priority needs makes me confident about University name's future. It is deeply moving to see the impact that philanthropy has on the students and faculty at this remarkable university. Thank you for helping others in such a profound and lasting way.

All the best to the Smith family.

Sincerely,  
Chancellor's name

GIFT THROUGH FDN FOR MED RESEARCH

Mr. John A. Smith  
Name of Foundation

Dear Mr. Smith:

Many thanks to you and the board of the Mary and John Smith Foundation for your generous gift to the name of center in support of doctor's name area of study. You and your foundation colleagues are helping advance important discovery work that will make a difference in health care outcomes. It is inspiring to know that your personal interest in this area has helped guide your decision to partner with the name of school in finding answers that will improve people's lives.

Thank you for the care, thought, and devotion to goodness with which you pursue your philanthropy. Your values and priorities are those that anchor us, now and in the future.

Sincerely,  
Chancellor's name

Planned Giving-CHARITABLE REMAINDER UNITRUST

Mr. and Mrs. John A. Smith

Dear John and Mary:

Thank you for establishing a charitable remainder unitrust to benefit the name of department program program in the name of school at University name. Your generosity in establishing the Dr. Jack and Jill White subject Fund will help the department provide enriching opportunities to type of recipients during the early stages of their careers. You are kind to do this for the school and, most importantly, for the type of recipients whose improved skills will enable them to be better profession name.

As a former member of the type of faculty, you know that the name of school trains world-class type of recipients who become leaders in their fields. I always bear in mind that University name's achievements would not be possible without the terrific support we receive from dedicated alumni like you. Please know how much I appreciate your confidence in the school and your devotion to making it stronger for future students and residents. All the best.

Sincerely,  
Chancellor's name

FOUNDATION GIFT FOR MEDICAL RESEARCH

Mr. John A. Smith  
American Heart Association

Dear Mr. Smith:

On behalf of University name, I thank you and the American Heart Association for your generous grant for doctor's name project titled something, something scientific. I am grateful for your support of doctor's name study of something, something area of research. We are hopeful that this project will lead to the identification of type of research subject for purpose of grant.

University name's recipients of grant do outstanding work to advance areas of research. I am always mindful that our successes would not be possible without the help we receive from partners like the American Heart Association. Thank you for your confidence in our talented investigators and their research objectives.

All the best to you and your colleagues.

Sincerely,  
Chancellor's name

CORPORATION CHAIR (PROFESSORSHIP) PLEDGE PAYMENT-**ANONYMOUS**

*NOTE: This is an anonymous gift. Please mark envelope "Personal and Confidential."*

Mr. John A. Smith  
Name of Corporation

Dear Mr. Smith:

Many thanks for the recent payment on name of corporation's fine pledge to endow the Name of Chair in area of study at the name of school.

The Name of Chair is vital to recruiting and retaining the finest type of faculty, while also fostering learning in younger type of student. The important work that the chair supports will improve the quality of many lives, and we are grateful for name of corporation's partnership in this endeavor. **Please know that we continue to respect your wish for anonymity.**

All the best to you and your colleagues for the new year.

Sincerely,

Nicholas S. Zeppos  
Chancellor

nsz/lc

GIFT TO BUSINESS SCHOOL

Mr. and Mrs. John A. Smith

Dear John and Mary:

December saw a good flurry of gifts to University name , and I was delighted to see the generous gift from the two of you for your pledge to the Smith Foundation Something. Something Program at the name of business school.

I know how much name of dean of business school thinks of this program and how it is making a distinctive mark for name of business school among business schools. The times call for our business graduates to have enhanced skills and abilities in order to compete for scarcer positions in the business world. This program helps them do exactly that, and we are in your debt.

Best to you both for a wonderful 2011.

Sincerely,  
Chancellor's name

## GIFT RENEWING MEMBERSHIP IN SCHOOL DONOR SOCIETY

Mr. and Mrs. John A. Smith

Dear John and Mary:

You are both great to renew your membership in the name of school donor society once again. The name of school thrives because of all the wonderful friends who want to help sustain this outstanding program that enriches and enlivens both campus and community. I am sure that name of school dean appreciates all that name of school donor society members help to make possible at name of school – a talented and dedicated faculty and students whose area of study enhances our lives.

The new year is still young enough for me to wish the two of you all the best in 2011. I hope to see you soon.

Sincerely,  
Chancellor's name

GIFT TO BUILDING FUND from BOT member

Mr. and Mrs. John A. Smith

Dear John and Mary:

Many thanks to the two of you for the gift completing your splendid pledge to the name of center building fund. Your generosity provides momentum to our clinical research efforts at Bill Wilkerson, and that will have a positive impact on treatments and interventions. You both are wonderful to make such a transformative contribution to name of center. We are ever grateful for the many kindnesses and blessings you have bestowed on University name.

I hope the new year is off to a good start for you. Best wishes to all the Smiths.

Sincerely,  
Chancellor's name



GIFT FOR LECTURESHIP-IN HONOR OF SOMEONE (from faculty member)

Mr. John A. Smith

Dear John:

Thank you for your very generous gift to establish the Mary Smith Lecture in subject at the name of school. What a wonderful tribute to your wife and her life-long devotion to the something of children. I am so grateful that you would choose such a meaningful way to honor your wife and the great work she has done to help name of city's young people. This lectureship will strengthen the department and enable talented students and faculty to learn from the brightest minds in area of study. You are great to do this, and I am deeply appreciative.

One of the many satisfactions of my job is to know that there are thoughtful faculty and staff who are motivated to help others by supporting the university's mission. Thank you for your laudable act of kindness.

All the best for the new year.

Sincerely,  
Chancellor's name

Dear ,

Thank you for your recent gift to the University of Pennsylvania Libraries. We are delighted to have your support.

It is most appropriate in this year that marks Benjamin Franklin's 300th birthday to reflect on his assertion that "An investment in knowledge always pays the best interest." Your investment in the Libraries will certainly return dividends for students, faculty and clinicians at Penn. I suspect the good Dr. Franklin would be delighted by your gift.

The Library will be leading the celebration of Franklin's Tercentenary at Penn with a special exhibition, concerts, and lectures throughout the year. I hope you will join us for these wonderful occasions. More information regarding the dates and times for these events will be forwarded when it is available.

Until then, please visit when you can. It is always a pleasure to see our friends here in the Library.

Sincerely,

Chris Foley, Ph.D.  
Associate Director

Month 1, 2011

Ms. Jean B. Davis  
100 Anywhere Circle  
Someuscity, VA 12345

Dear Ms. Davis:

It always affords me great pleasure to recognize those who generously commit their financial support to the university. I am particularly pleased to extend my sincere gratitude for your pledge payment fulfilling your commitment to the (fund name) at (university name).

As we ready ourselves for the opportunities and challenges of the future, your continuing investment is needed now more than ever. While the reports in the media have focused on the effect of the state budget cuts on the university, the untold story is that contributions from donors like you is what helps to make (university name) a leader in research and scholarship.

On behalf of everyone in the university community, thank you for your support of (university name).

Sincerely,

Name  
Title

Month 1, 2011

Mr. Brad R. Doolittle  
Doctor & Doolittle, Inc.  
100 Anywhere Circle  
Someuscity, VA 12345

Dear Mr. Doolittle:

Thank you for your recent gift to the (designation name) program to help a University Honors Student with tuition costs. (University name) alumni certainly display an outstanding level of loyalty to their alma mater, and we are proud to have you as an alumnus who shows his support for higher education in such a generous manner.

University Honors at (University name) is an extraordinary program that produces exceptional graduates – internationally recognized scholars, important professionals, exemplary leaders, and outstanding citizens. The accomplishments of these students in research and scholarship play a crucial role to the definition of (University name) as a premier university in our nation.

Private support, like your gift, has become essential to our ability to take a leadership role in education, research and outreach. On behalf of those who will benefit from your philanthropy, we appreciate your investment in (University name) and in our University Honors program.

Sincerely,

Name  
Title

Month 1, 2011

Mr. John M. Jones  
100 Anywhere Circle  
Someuscity, VA 12345

Dear Mr. Jones:

(University name) is very fortunate to have supporters such as you, who recognize that their gifts and commitments directly impact everything we do as an institution. As a result, your pledge of (pledge amount) benefiting the (designation name/s) is most welcome and appreciated.

Commitments such as yours help us plan for the future, confident in the knowledge we will have the funds to achieve our goal of becoming the model land-grant university of the 21<sup>st</sup> century.

On behalf of everyone in the university community, thank you for your commitment and your foresight – both will help strengthen our educational agenda for many years to come.

Sincerely,

Name  
Title

Month 1, 2011

Mr. and Mrs. James E. Jones  
100 Anywhere Circle  
Someuscity, VA 12345

Dear Mr. and Mrs. Jones:

On behalf of the university and (department) at (university name), I thank you again for your continued generosity to the (scholarship fund name). Your dedication and long-standing support have helped (department) very nearly achieve its goal of raising the \$25,000 needed to endow the fund and ensure the perpetuity of the scholarship.

Through this endowment, your support will have a direct and significant impact on the lives and careers of scholarship recipients, many of whom will go on to make meaningful contributions in our country and throughout the world., carrying with them a true sense of pride in their heritage.

Congratulations on the accomplishments (department) have already made with this scholarship fund and thank you for being such a tremendous part of its success.

Sincerely,

Name  
Title

Month 1, 2011

Mr. and Mrs. James E. Jones  
100 Anywhere Circle  
Someuscity, VA 12345

Dear Mr. and Mrs. Jones:

On behalf of the (university name) community, I thank you for your recent support given to the (designation name). Private giving to unrestricted and discretionary accounts has been fundamental to our success in the important areas of innovation, discovery, scholarship and national prominence.

Gifts to this fund provide the flexibility and spontaneity essential for responding to unanticipated opportunities that may be most significant to the university's future. With these funds, (university name) is able to take advantage of timely opportunities to attract top faculty, implement progressive programs, and undertake cutting-edge research.

Your investment in (university name) is truly appreciated. It reflects your confidence and support in our vision and planning for the bold actions that the university's leaders must be able to take to keep (university name) at the forefront of advanced learning and discovery.

Sincerely,

Name  
Title

Month 1, 2011

Mr. and Mrs. James E. Jones  
100 Anywhere Circle  
Someuscity, VA 12345

Dear Mr. and Mrs. Jones:

It always affords me great pleasure to recognize those who generously commit their financial support to the university. I am particularly pleased to extend my sincere gratitude for your recent gift to the «coll».

Our students are the foundation of this university and scholarship support remains a significant instrument in maintaining a rich and diverse academic community. Your investment in (university name) and in our students is deeply appreciated.

On behalf of everyone in the university community, thank you for your commitment and your foresight – both will help strengthen our educational agenda for many years to come.

Sincerely,

Name  
Title



May 17, 2011

Dr. Joe Donor  
1234 Address  
City, State 00000

Dear Dr. Donor:

Thank you so much for your gift to the Jane Doe Scholarship Fund at XXXXXXXXXXXXXXXX. Your support helps provide much-needed financial assistance to more than 70% of our students, and we are able to recruit such diverse and talented young minds because of assistance like yours.

Scholarships allow determined students to choose XXXXXXXXXXXXXXXX without the heavy burden of financial debt governing their medical school decision – or their future specialty path. On behalf of every student who will benefit from your wonderful gift, and all of us at XXXXXXXXXXXXXXXX, thank you.

Best wishes,

DEAN NAME  
TITLE

May 17, 2011

Dr. Joe Donor  
1234 Address  
City, State 00000

Dear Dr. Donor:

Thank you so much for your pledge for unrestricted support at XXXXXXXXXXXXX. Your generosity is deeply appreciated by all of us who are dedicated to advancing research of diseases that afflict so many individuals and their families, as well as education, patient care, and training.

Your philanthropic support is what helps make this institution so remarkable. Thank you again for your generosity, and for placing your confidence in us.

Best wishes,

DEAN NAME  
TITLE

April 4, 2011

Name  
Address  
Address

Dear Name:

Please accept my thanks for your gift of \$1,000.00, given in support of the W&J Fund 2010/11 at Washington & Jefferson College. Internal Revenue Service rules and regulations require me to inform you that no goods or services were provided in exchange for this gift.

Your generous support of the Annual Fund will greatly enhance the experience of W&J students, preparing them to become leaders in their chosen fields. Again, I thank you for your continued loyal giving and look forward to seeing you soon.

Warm regards,

April 27, 2010

Dear Various Donors,

*"I can no other answer make, but, thanks and thanks."* --- William Shakespeare

I want to thank you for your gift to the Stewart Library at Weber State University. In a time of a struggling economy, your generosity will greatly assist us in continuing to provide a quality academic environment on campus. For this we are deeply grateful.

Again, thanks and thanks.

Sincerely,

Brad Mortensen  
Vice President of University Advancement

April 27, 2010

Dear Various Donors,

*"Don't cry because it is over. Smile because it happened."*  
----Dr. Seuss

I want to thank you for allowing us to return to our childhood through your donation to the Storytelling Festival. Due to generous alumni and friends, we are able to enjoy the art of storytelling relayed by both expert and emerging storytellers. Please accept our appreciation in helping make this event possible.

Sincerely,

Brad Mortensen  
Vice President of University Advancement

April 27, 2010

Dear Various Donors,

*"Why not do something a little more on the gentle side?"*  
---Chris Ledoux

Thanks for your gift to the Weber State Rodeo Club, our student-athletes will continue to be tough in the arena as well as in the classroom. We are grateful to have such generous alumni and friends that provide the means for our students to compete and succeed.

Again, thank-you for your contribution.

Sincerely,

Brad Mortensen  
Vice President of University Advancement

April 27, 2010

Dear Various Donors,

*"So the writer who breeds more words than he  
needs, is making a chore for the reader who  
reads."* --- Dr. Seuss

Please accept our appreciation for your contribution toward the annual Weber State Storytelling Festival. Your donation allows us to turn back the clock and allow both child and adult to enjoy the age-old art of storytelling. Thank you for making this festival possible.

Sincerely,

Brad Mortensen  
Vice President of University Advancement

April 27, 2010

Dear Various Donors,

*"I can make more generals, but horses cost money."*  
---Abraham Lincoln

I want to thank you for your gift to the Weber State Rodeo Club. Your gift will greatly assist our student-athletes compete in the arena and in the classroom. Your generosity is deeply appreciated and will be a positive influence in the lives of our students.

Again, thank-you.

Sincerely,

Brad Mortensen  
Vice President of University Advancement



April 27, 2010

Dear Various Donors,

*"Even if you're on the right track, you'll get run over if you just sit there." --- Will Rogers*

Thanks to your gift to the Weber State Rodeo Club, we are on the move. Your generosity allows our student-athletes to continue forward in their education as well as in the arena. We are extremely fortunate to have alumni and friends such as you in the community. Your contribution to Weber State is truly appreciated.

Sincerely,

Brad Mortensen  
Vice President of University Advancement

April 27, 2010

Dear Various Donors,

*"America is becoming so educated that ignorance will be a novelty. I will belong to the select few."*

--- Will Rogers

Thank you for joining the fight against ignorance by contributing to the Stewart Library at Weber State University. Your gift will greatly enhance the learning experience of our students, faculty, staff, and community. Your generosity is deeply appreciated.

Sincerely,

Brad Mortensen  
Vice President of University Advancement

April 27, 2010

Dear Various Donors,

*"I believe if I stay tall and run up high, I can see better."*  
--- Eric Dickerson

Your gift to Weber State University will allow us to stay tall. We are extremely grateful to have such generous donors in our community that allow our student-athletes to excel in the arena and the classroom. We are grateful for your support!

Go Wildcats!

Brad Mortensen  
Vice President of University Advancement

April 27, 2010

Dear Various Donors,

*"Most of the people who will walk after me will be children, so make the beat keep time with short steps."*      ---Hans Christian Andersen

Thank you for your donation toward the annual Storytelling Festival with Weber State University. Your contribution helps to bring to life the lost art of storytelling relayed by expert storytellers. We are grateful for your support and involvement in this exciting festival for both children and adults.

Sincerely,

Brad Mortensen  
Vice President of University Advancement

April 27, 2010

Dear Various Donors,

*"Kindness is the language which the deaf can hear and the blind can see."* --- Mark Twain

I want to thank you for your kindness in offering a donation to the Stewart Library at Weber State University. Your generosity for the University will resonate through the lives of the students and the community that will benefit from the resources the library provides. Thank you for your contribution toward the enhancement of our campus.

Sincerely,

Brad Mortensen  
Vice President of University Advancement

April 27, 2010

Dear Various Donors,

*"The future ain't what is used to be."*

--- Yogi Berra

With your generous donation the future is bright for the Weber State Wildcats. Your contribution provides opportunity for our student-athletes to excel on the field as well as the classroom. We appreciate your gift towards improving the future of so many students at Weber State University.

Thanks again and Go *Wildcats!*

Sincerely,

Brad Mortensen  
Vice President of University Advancement

April 27, 2010

Dear Various Donors,

*"A champion owes everybody something. He can never payback for all the help he got..."*

*---Jack Dempsey*

I want to thank you for your contribution to Weber State University. Your generosity helps make a difference in our student-athlete's lives and education. Thanks to great alumni and friends like you Weber State is a great place to learn and compete. Your gift is truly appreciated.

Go Wildcats!

Brad Mortensen  
Vice President of University Advancement

April 27, 2010

Dear Various Donors,

*"You've got to be careful if you don't know where  
you're going, because you might not get there."*

*---Yogi Berra*

Fortunately, Weber State University knows where it is going and your generosity has been integral in making that possible. Your gift to WSU is truly appreciated and aids in providing a quality learning environment for our students.

Sincerely,

Brad Mortensen  
Vice President of University Advancement



April 27, 2010

Dear Various Donors,

*"Everybody likes a compliment."*

--- Abraham Lincoln

Thank you for your gift to Weber State University. It is a great compliment to our University to have generous alumni and friends such as you. Your assistance to Weber State makes a tremendous difference to our students and university community.

Sincerely,

Brad Mortensen  
Vice President of University Advancement

April 27, 2010

Dear Various Donors,

*"A man only learns in two ways, one by reading,  
and the other by association with smarter  
people."*  
--- Will Rogers

Please accept my thanks for your gift to Weber State University. Your association with us helps expand learning across the university community. Support such as yours makes a tremendous difference in our students' education and lives. Your generous association with Weber State truly makes this a better place.

Sincerely,

Brad Mortensen  
Vice President of University Advancement

April 27, 2010

Dear Various Donors,

*"Something that has always puzzled me all of my life is why, when I am in special need of help, the good deed is usually done by someone on whom I have no claim." --- William Feather*

I would like to take this moment to express my heartfelt thanks for your generous gift to Weber State University. Your generosity is deeply appreciated. It is inspiring to have alumni and friends that provide good deeds for the support and education of our students. For this we are extremely grateful.

Sincerely,

Brad Mortensen  
Vice President of University Advancement

April 27, 2010

Dear Various Donors,

*"When eating bamboo sprouts, remember the man who planted them."* - -- Chinese Proverb

Thank you for vision to plant sprouts for the future through your generous gift to Weber State University. Your assistance to the University has lasting effects toward the learning and lives of our students. It is generosity of alumni and friends that nourish the learning of our students now and in the future.

Sincerely,

Brad Mortensen  
Vice President of University Advancement

April 27, 2010

Dear Various Donors,

*"Life is not a spectator sport. If you're going to spend your whole life in the grandstand just watching what goes on, in my opinion you're wasting your life."* --- Jackie Robinson

Thank you for your gift to Weber State University. Your active involvement for the University is greatly appreciated and does not go unnoticed. Support such as yours makes a tremendous difference in our students' education and lives.

Sincerely,

Brad Mortensen  
Vice President of University Advancement

## Webster University Acknowledgment Template: 2010-2011

Name  
Address  
City/State/Zip

Dear First Name,

On behalf of the Webster community—our students, faculty, and staff around the world—thank you for your gift of \$250, which will be allocated where the need is greatest.

Students at Webster begin a journey that will ultimately transform them for global citizenship and individual excellence. Their journeys are enhanced by Webster's commitment to maintaining small class sizes and by professors who are dedicated to excellence in teaching. The journeys become even more exciting when a student embarks on an intensive study-abroad experience or accepts the challenge to participate in a community service project. Your gift provides support for our students' journeys, making their transformations possible.

No matter what path a student pursues—whether it is a career in theatre, nursing, or international business; study in Thailand; or the chance to collaborate with an expert in film animation—Webster is committed to offering a distinctly personal educational journey. Thank you again for your gift, which opens a world of possibilities to our students.

Sincerely,

Vice President of Development

*Your contribution may be 100% tax deductible; consult your tax advisor with any questions. No goods, services or other benefits have been or will be given to you in exchange for this contribution. Please retain this letter for your tax records.*

May 3, 2011

«NAME», «SUFFIX» «CLASS\_YEAR»  
«ADDRESS»  
«CITY», «STATE» «ZIPCODE»

Dear «NICKNAME»,

Thank you for your generous gift to the «FUND».

Alumni contributions help sustain REDACTED as a premier center of learning, enabling the Medical College to attract and retain outstanding students and provide crucial financial aid. On the importance of scholarship support, one alumnus notes:

*“Scholarship philanthropy is an investment in our future and ensures that REDACTED continues to train tomorrow’s most illustrious physicians and scientists without the burden of serious debt influencing their career choices.”*

-- REDACTED

Your support helps REDACTED to continue to educate the next generation to spearhead medical breakthroughs and deliver superb compassionate patient care for the 21<sup>st</sup> century.

REDACTED is pleased to recognize your generosity by listing your name in the Annual Donor Report for the fiscal year 2011 (July 1, 2010 – June 30, 2011).

Once again, thank you for your dedication and support of REDACTED.

Best regards,

REDACTED, President  
REDACTED Medical College Alumni Association

Thank you for your recent {1@anonymous}{2@gift type}{3secrcvdt}{4@securities} of {5@print amount}{6@Deductible statement} to {7@account to use}{8@honor memorial}{9@non-honor memorial}. Your gift has helped Wentworth move one step closer to meeting the Jack and Lillian Smith \$1 Million Challenge. Jack '58 and Lillian Smith have promised to match their gift of \$500,000 with an additional \$500,000 if donor participation increases by 10 percent in the annual fund this fiscal year. Your support helps Wentworth to build a culture of philanthropy and continue its tradition of teaching excellence through innovative, hands-on technology.

Your gift, together with the Jack and Lillian Smith \$1 Million Challenge, sustains many programs: from service learning initiatives and cooperative work experience, to providing financial aid packages to over 75 percent of our student body, to hiring and retaining the best faculty available. Generous donations such as yours allow Wentworth to provide the vital resources that help transform today's students into tomorrow's leaders. On behalf of the entire Wentworth community, thank you for your support!

Sincerely,



DATE

-  
-  
-  
-

Dear \_\_\_\_\_,

Welcome! As a result of your generous financial gift/s this fiscal year, you are now recognized as charter members of the Wesley Society, our newest addition to the advancement efforts of Wesley College. The Wesley Society is composed of individuals, businesses and organizations that have committed \$1,000 or more on an annual basis, or have made an irrevocable planned gift to support the mission of Wesley College.

You are among a select group that has tangibly demonstrated your support for empowering a community of learners and leaders through Wesley College. Wesley Society members are partners who share the College's vision and are committed to help maintain a high level of achievement.

As a charter member of the Wesley Society, you will be receiving invitations to join us throughout the year for special events sponsored by the College. There will be a celebration gala in January of 2011 as we conclude our charter year and honor all charter members. You will receive a newsletter, \_\_\_\_\_, which is published exclusively for Society members. And finally, I am enclosing your Society tie and pin to be proudly worn, especially at Wesley College functions.

The Wesley Society is a significant new step in the advancement efforts of the College. This Society is composed of those who are vital to our effort to empower a community of learners and leaders. On behalf of \_\_\_\_\_, President of The Wesley Society, \_\_\_\_\_, President of Wesley College, and \_\_\_\_\_, Vice President for Institutional Advancement, I wish to thank you for all you do for Wesley College, and welcome you to the Wesley Society.

Sincerely,

\_\_\_\_\_

Director of the Wesley Society

enclosures

Date

Return Address

Dear :

Let me begin by saying *congratulations* on completing your degree! It is a wonderful feeling of accomplishment to be sure.

I would also like to thank you for making a gift to the Senior Giving Campaign. As a member of our newest alumni class, your gift to the Annual Wesley Fund immediately sends a statement to your fellow alumni - and former classmates - that you value your educational experience.

\_\_\_\_\_ is a sophomore Liberal Studies major, as well as a student athlete, from Bronx, NY. When asked to share a few words with our donors, this is what \_\_\_\_\_ wrote:

*“The neighborhood where I was raised offered many “unconstructive” opportunities. It was uncommon that a student graduated high school and attended college. Coming to Wesley was the best decision I have made. During my time as a student I have learned so much and grown as a person. By working hard and graduating from college and then returning to my community, I can show adolescents that a better life is possible. My goals are to graduate with honors and return to my neighborhood to inspire misguided youth.”*

You probably know students with other stories that are just as compelling as \_\_\_\_\_’s. Your gift will impact each of them and we are grateful for your support.

Please accept this letter as a receipt for your donation of \$xxx received by us on Date. This can be used as evidence of your gift in filing your yearly tax return and to confirm that no goods or services were provided to you in consideration for your contribution.

In addition, your gift to the Annual Wesley Fund will be matched by a challenge grant from the estate of \_\_\_\_\_. Dr. \_\_\_\_\_ served from many years as a trustee of Wesley. Your generosity will now be multiplied to benefit our students!

We wish you much success as you enter a new phase of your life and move forward with your career goals. We look forward to welcoming you back for Homecoming and other alumni events for many years to come.

Sincerely,

\_\_\_\_\_  
Director of the Annual Wesley Fund

Date

Addressee

Address

Dear :

The following is how [REDACTED], a graduating Nursing major and student athlete from Denton, MD describes her transforming experience at Wesley College:

*My nursing experience through Wesley has been hard work but in my last semester, I have realized it has all paid off. As a freshman I had worries that the program was going to be too difficult with a ton of homework and clinical hours. Now that I am a senior and graduation is around the corner, I have come to realize I am ready for the professional world of Nursing. The knowledge I have gained is unbelievable. The small classes give the students one-on-one time with the professors in order to get the most out of the education. Because of the accessibility of faculty always being there to answers questions and to give us guidance, my Wesley Nursing experience has been a success. I hope to help change the lives of others in the same way Wesley's Nursing program has enriched mine.*

For nearly 250 Wesley students like [REDACTED], May 7, 2011 is a date they will never forget. Their hard work coupled with the generous support of donors like you make college graduation a reality.

On behalf of Wesley College students, I would like to express my thanks for your recent contribution. Your generous expression of support for higher education at Wesley truly makes a difference in the lives of students.

Please accept this letter as a receipt for your donation of \$xxx for the x fund received by us on [Date]. This can be used as evidence of your gift in filing your yearly tax return and to confirm that no goods or services were provided to you in consideration for your contribution.

Along with our gratitude for your support, we also renew our pledge to be good stewards of the gifts entrusted to us. On behalf of the entire Wesley community, I thank you again for your generosity as well as your confidence in this College and its mission.

Sincerely,

[REDACTED]  
Vice President for Institutional Advancement

#### ANNUAL FUND

Your recent gift to support the Department of \_\_\_\_\_ at Western Illinois University has been received with gratitude.

Even in difficult times, higher education remains a good investment. Western is determined to remain accessible to as many students as possible, and we will do so with the help of those, like you, who share our values of academic excellence, personal growth, educational opportunity and social responsibility.

Your spirit of giving and caring is gratefully acknowledged. Thank you for being one of our faithful supporters.

#### ENDOWMENT GIFT

I am so pleased to thank you for your gift to establish the Nicholas \_\_\_\_\_ Memorial Scholarship in Special Education has been received with gratitude. Please know that Western is privileged to honor Nicholas in a manner that benefits our students.

I know that you both are well aware of the impact scholarships have on individual students, and I acknowledge what it must mean to your family to do this in Nicholas' name. On behalf of those students whose lives will be touched by your generosity, thank you again.

#### STOCK GIFT

Your shares of Wells Fargo stock have been received with gratitude. The proceeds have been directed to the Library Atrium Society and Tri States Public Radio in accordance with your wishes.

(Name), I want you to know how much your goodwill and generosity are appreciated. Your ongoing support of the library and public radio plays a large role in services available to the entire region. Thank you for being one of our faithful supporters.

## LECTURE SERIES

Your recent establishment of the (NAME) Lecture for Women's History Month is greatly appreciated.

(Name), your annual lecture will facilitate an educational experience that state funding just will not allow. I hope you take pleasure and pride in knowing that your lectures will enhance Women's History Month and enrich the entire Western community. You are creating a unique experience that will exist entirely because of your generosity.

Thank you again from all who will benefit from the (Name) Lecture for Women's History Month.

## LIBRARY

Your recent gift to the Library Atrium Society has been received with sincere thanks.

WIU Libraries serve as a portal to the information landscape; they inspire and integrate scholarly communication at all levels, and enhance collaboration between students, faculty, staff, and members of the global community.

Your gift encourages the intellectual activity that is the lifeblood of the University. Thank you for your generosity.

## ATHLETICS

Thank you for your recent contribution to the Leatherneck Club.

It is generosity like yours that sustains our student-athletes, allowing them to make a difference in their sport, in the classroom, and in the community. In addition to their athletic achievements, these students are receiving an education that will provide them with relevant learning as well as a valuable degree. Together we are working to create opportunities for these students to have a broader educational experience at Western.

Your gift is an impressive show of support for our young men and women. Your willingness to play an active role in helping our student athletes serves as a

meaningful example for others and provides a continuing source of encouragement for coaches and staff.

Your support makes a difference, and for that we are grateful.

#### PERFORMING ARTS

\_\_\_\_\_ Bank is a great friend of the performing arts in our region. Thank you for your sponsorship of (Show).

Your partnership in the commitment to a vibrant and diverse performing arts series enriches the entire community. Please know how much your generosity is appreciated, and thanks for helping us become the cultural leader of western Illinois.

#### SATELLITE CAMPUS

Thank you for your recent gift to the WIU-Quad Cities Riverfront Campus. Your support is a vital element in the success of this shared goal.

With your assistance, our students, faculty and staff gain skills and experiences that benefit them as well as those they serve. Thank you for partnering with us to strengthen and build our community.

Please know that your generosity has an immediate impact and is most appreciated.

#### MEMORIAL SCHOLARSHIP

Thank you for your recent gift to the (Name) Scholarship Fund at Western Illinois University.

Simply stated, scholarships transform lives. With the rising cost of higher education, scholarships are more important now than ever before and make a critical difference in a student's ability to pursue his/her education and career dreams for the future.

Please know that Western is privileged to honor (Name) in a manner that benefits our students. On behalf of those whose lives are touched by your generosity, thank you again.

#### GENERAL SCHOLARSHIP

Thank you for your recent gift in support of the \_\_\_\_\_ Scholarship Fund.

As you well know, higher education would not be an option for many students without the financial assistance that scholarships offer. Your contribution will make a critical difference on an individual's ability to pursue his/her education and career dreams, as well as provide encouragement and motivation.

Thank you from our students and their families.

#### SPECIALIZED SCHOLARSHIP GIFT

Thank you for the recent contribution to the \_\_\_\_\_ Scholarship.

Specialized scholarships such as this enhance the solid educational foundation students receive at Western, elevating their experience to a deeper level. Your contribution helps provide the resources our students need to realize their dreams and fulfill their full potential at Western Illinois University.

On behalf of the students who benefit from your generosity, thank you for your support.

#### WEED RESEARCH

On behalf of the faculty and students of Western Illinois University's School of Agriculture, please accept this formal expression of appreciation for your recent gift for weed research.

Your support is regarded as a vital investment in the ongoing development of Western's agricultural curriculum and research activities. We are most appreciative of your generosity and support.





Donor Name  
Donor Spouse  
Address 1  
Address2  
CSZ

Dear Donor Name & Donor Spouse,

On behalf of the entire Western Oregon University community, I thank you for your recent gift. Your donation of \$20.00 was processed on March 09, 2011. This gift will support the Annual Fund.

I often interview students to learn more about their experiences at WOU. When I ask them why they decided to attend WOU, there are countless personal and professional reasons, but a few reasons are mentioned more often than others. For example, students come to WOU and stay here because the campus is beautiful and when they walk down Monmouth Avenue, people know who they are. And not only do they see others just like them, they see faces representing a campus in terms of ethnicity, state of origin, background, and ability. Students also mention that they are happy to join classes that are small and taught by professors, not teaching assistants. And students and families find that, not only is a WOU education top-notch, it is reasonably priced too, as compared to other institutions.

Students understand that it is because of donors that WOU is one of the best mid-sized, public universities on the West Coast. Thank you for giving students a beautiful campus, small classes, and a university full of actively engaged students, like our recent Fulbright Scholar, Erin Huggins, as well as nationally recognized athletes such as Sara Tucholsky and Kevin Boss.

Your generosity means so much to this community. Thank you!

Sincerely,

Sandy Newland  
Manager of Donor Relations  
xxx-xxx-xxxx  
sxxxnewxxd@wou.edu

P.S. Keep up-to-date with WOU activities through Twitter ([twitter.com/WOUnews](https://twitter.com/WOUnews)), Facebook updates ([facebook.com/WOUnews](https://facebook.com/WOUnews)) and a quarterly E-News from President Minahan.

Donor Name  
Donor Spouse  
Address 1  
Address2  
CSZ

Dear Donor Name & Donor Spouse,

Thank you for continuing your support of Western Oregon University through your recent gift. Your donation of \$25.00 was processed on July 08, 2010. This gift will support the Annual Fund.

At Western Oregon University, our students wear many hats during the course of the day. Recently, a student, now alumna, Yendi, said, "For being such a small school, there are so many opportunities [in addition to] academics." As a result, our students play many roles in the life of campus, all with the intent of enriching their educational experience and further making them stronger candidates to join the workforce.

At WOU, students are able to wear as many hats as they choose, be it Chemist, Poet and Volleyball player, or ASL Major, Business Minor and Class President. WOU is a place that values the whole student experience, where professors know the names of students and encourage a well-rounded collegiate experience.

On behalf of the entire WOU community, I thank you for adding "Continuing Supporter" to the plethora of hats that you wear on a daily basis.

Sincerely,

Danielle Nelson  
Director of Advancement  
xxx-xxx-xxxx  
dxxxnelxxn@wou.edu

Donor Name  
Donor Spouse  
Address 1  
Address2  
CSZ

Dear Donor Name & Donor Spouse,

On behalf of the entire Western Oregon University community, I thank you for your recent gift. Your donation of \$500.00 was processed on March 09, 2011. This gift will support the Football Scholarship Fund.

Specifically, your year-end gift will help ensure: 1) each student-athlete becomes the absolute best they can be during their time at WOU through proper strength and conditioning development, 2) a level playing field when it comes to scholarship funding, and 3) we never lose the next All-American due to a lack of recruiting funds to get them to campus.

Thank you again for your support of Western Oregon Athletics, and for answering the call to support these remarkable student-athletes. We are excited about the future of our programs and that you are a part of providing "each student-athlete with a championship experience."

We are closer than you might think to our goal of consistently competing for championships. Encourage a friend to consider a year-end gift to support Western Oregon University student-athletes, and put us that much closer! Go Wolves!

Sincerely,

Daniel Hare  
Athletic Director  
xxx-xxx-xxxx  
dxxxhare@xxx.edu

Donor Name  
Donor Spouse  
Address 1  
Address2  
CSZ

Dear Donor Name & Donor Spouse,

It is my pleasure to welcome you to membership in the Western Oregon University President's Club. You have joined an important group of alumni and friends who give each year between \$1,000 and \$2,499 in support of students and programs at WOU. Your donation of \$1,000.00 was processed on March 09, 2011. This gift will support the Dean of Education Fund and will be used for Worlds of Words grant.

Like most President's Club members, you expect nothing in return for your generosity other than the satisfaction of knowing you have impacted the life of a student. Nevertheless, there are tangible benefits to membership in the President's Club. Not only do you receive invitations to special events and receptions, you receive recognition in our annual Honor Roll of Donors. Finally, you receive a special invitation to a recognition event for President's Club and Circle members. Please save the date for our President's Club dinner which will be held on Saturday, May 21, 2011 at the beautiful Willamette Valley Vineyards. More information will arrive in the spring. I hope you will be able to attend this popular event.

While you may not need any additional reasons for supporting WOU students, we are happy to share our 'case for support' brochure with you. Please share with others who may share in your excitement for WOU and encourage them to return the pledge form, thereby joining you as a President's Club member.

As a President's Club member, your gift is a concrete expression of your engagement with Western Oregon University today and your concern for the university's future. Your generosity means a great deal to us.

Sincerely,

John Minahan  
President

Donor Name  
Donor Spouse  
Address 1  
Address2  
CSZ

Dear Donor Name & Donor Spouse,

On behalf of the entire Western Oregon University community, thank you for renewing your support for WOU students. By making a gift, you continue to be a part of the nearly four thousand people who consider WOU a philanthropic priority. Your donation of \$100.00 was processed on March 09, 2011. This gift will support the Annual Fund.

Donors contribute hundreds of thousands of dollars every year to WOU. Whether a donor gives with a gift-in-kind, a gift to the Annual Fund, scholarships, athletics, our new and fast-growing nursing program, or creative arts, the ways to give are as diverse as our student body. At the end of the day however, people give to support Western's incredible students who go on to build a stronger Oregon and beyond.

For many of our loyal donors, there is a desire to do more than make a financial contribution. Every day, I get calls from donors asking what more they can do for WOU. After giving the laundry list of activities (attached), I tell them that a simple next step they can take to support students is to spread the word about the quality of a WOU education and help grow the community of supporters.

Thank you for being the backbone on which to build a strong future for our students.

Sincerely,

Sandy Newland  
Manager of Donor Relations  
xxx-xxx-xxxx  
sxxxxnewl@wou.edu

P.S. Keep up-to-date with WOU activities through Twitter ([twitter.com/WOUnews](https://twitter.com/WOUnews)), Facebook updates ([facebook.com/WOUnews](https://facebook.com/WOUnews)) and a quarterly E-News from President Minahan.

**Spring 2011 Letters**  
**FINAL**

**President's Pin Letter** (for first time Pres Circle members – organizations, individual)

It is my pleasure to welcome you or (organization's name) to the President's Circle at WKU. Thank you for your recent gift and for supporting the University at this significant level. You will find enclosed a President's Circle lapel pin in recognition of your generosity. You have joined thousands of other alumni and friends who provide WKU with a strong foundation of private support, strengthen our campus, and create opportunities for our students.

WKU is committed to offering unparalleled educational opportunities for our next generation of leaders. Your support helps provide them with the tools they will need to succeed. Through private dollars, we are increasing student scholarships, bringing nationally renowned faculty and visiting scholars to WKU, providing relevant research and service to our region, and enhancing cultural awareness to all who enjoy our campus.

Private support will continue to play an important role in WKU's growth. We appreciate your dedication and commitment. Thank you.

Sincerely,

Gary A. Ransdell

**President's Circle Renewed members** – (goes on President's exec size letterhead)

Thank you for your recent \_\_\_\_\_ gift. We appreciate your support which renews your status as a President's Circle member.

Your financial gifts make a substantial impact on WKU and our ability to equip students for success beyond the classroom.

Sincerely,

Gary A. Ransdell

**VP's Standard Receipt Letter– Gifts < \$500** (goes on WKU Fdn Letterhead)

Thank you for your (or your organization's) \$\_\_\_\_\_ gift to \_\_\_\_\_(allocation). We appreciate your decision to support this area.

WKU is a vibrant and growing university committed to providing educational and enrichment opportunities for students, faculty, alumni and friends. Your gift makes a direct impact upon this campus and on the lives of the students we serve.

Cordially,

Kathryn R. Costello  
President

**VP's Standard > \$500 letter** (to individuals, organizations, etc)

Thank you for your (or your organization's) \$\_\_\_\_\_ gift to \_\_\_\_\_(allocation). We appreciate your decision to support this area.

I am pleased to report that WKU's comprehensive campaign, "A New Century of Spirit," is on track to reach the \$200 million goal by 2012. Your gift makes a significant contribution to this effort. We are grateful that the future of WKU and its students is important to you.

Cordially,

Kathryn R. Costello  
President

**Pledge Reminder Letter** (goes on WKU Foundation letterhead)

We appreciate your pledge in support of Western Kentucky University. Your ongoing investment makes a difference here and is very much appreciated.

Below is an update on your pledge and payments to date. Please let me know if you have any questions or changes. A postage-paid return envelope is enclosed for your convenience.

Cordially,

Kathryn R. Costello  
President



Ms. XXX XXX  
White Plains, NY 10607

Dear XXX,

I hope this spring finds you and your family doing well, and I'm happy to have this opportunity to thank you for your recent gift of \$200 in support of the XXX Memorial Fund for Undergraduate Programs. The Gallery's Education Department has had another year of high energy and great excitement with its many undergraduate programs, and the Gallery Guides and other undergraduates who are part of our community will have their "Artful End" celebration this Thursday. So many wonderful students become involved in different areas of our teaching museum every year, and I'm heartened that their experience at the Gallery has encouraged many of them to continue onto careers in the visual arts or to become art enthusiasts and collectors.

It was a pleasure to see your mother and Jay looking very healthy and happy at our recent event with historian David McCullough. He delivered an amazing lecture on April 10 in conjunction with the special installation of Samuel F. B. Morse's *The Gallery of the Louvre*, a very interesting painting by that great artist and inventor that was first shown in New Haven upon its arrival in America from Paris in 1833 (it is now here on loan from the Terra Foundation and goes next to the National Gallery of Art). David's highly-anticipated new book, *The Greater Journey*, is about the American intellectuals and creative spirits of the nineteenth century who found inspiration and comradeship in the Paris of that day (from 1830–1900). Keep your eyes peeled for it, as it will be a great read.

Thank you again, and best wishes to you, Doug, and Joshua as we head into a most welcome warm-weather season.

Sincerely,

XXX XXX  
The Henry J. Heinz II Director

May 3, 2011

Mr. XXX XXX  
New York, NY 10012

Dear XXX,

After having had the opportunity to enjoy your company at our recent memorable Governing Board meeting and celebration with David McCullough, I'm delighted to also thank you for your very generous \$10,000 contribution in support of the Swartwout and Street Hall renovation project, in particular as you have now contributed \$18,000 beyond your initial pledge for this endeavor. As you well know, these funds are essential and most welcome as we move toward the completion and reinstallation of these historic structures.

Every time that the Gallery's Governing Board meets, I am more grateful than ever for this remarkable group of generous souls who have a passion both for Yale and for its teaching museum. While we have accomplished much and have much to be proud of, with your help, we are just at the brink of a new and truly marvelous era.

Thank you again, and I look forward to our meeting on May 18.

Sincerely,

XXX XXX

The Henry J. Heinz II Director

April 18, 2011

Name  
Address  
City, State Zip

Dear Donor,

Thank you for your support of the Ira A. Fulton Schools of Engineering and our students. Your generous investment ensures our ability to provide the programs and experiences needed to build the engineers of the future.

There is a quote by the aerospace engineer Theodore von Kármán posted in our lobby that I'd like to share because it sums up the educational and research environment at Fulton Schools: *Scientists study the world as it is; engineers create the world that has never been.*

Recently, seven teams led by students in the Fulton Schools were named winners in Arizona State University's 2011 Innovation Challenge. Over 150 teams applied for this annual competition; 30 were selected as finalists and 16 have been awarded grants to pursue their entrepreneurial endeavors.

Combining entrepreneurial spirit and engineering ingenuity, our teams are pursuing solutions for personalized medicine, diabetes care, medical clinics in developing countries, and sustainable power through solar and wind technology. These are real solutions for real problems.

Our students see what can be. They want to use their tremendous talents to make a difference in our society. Your investments to the Ira A. Fulton Schools of Engineering Foundation Gifts and Grants Fund help us attract, inspire, retain and enable great students to pursue their dreams, and help us in our pursuit of the discoveries, innovations and solutions to society's challenges. Again, thank you.

Sincerely,

Paul C. Johnson, Ph.D.  
Professor, Civil, Environmental and Sustainable Engineering  
Dean, Ira A. Fulton Schools of Engineering  
DeanPaulJohnson@asu.edu

## what's new?

The Ira A. Fulton Schools of Engineering continue to rank in the top tier in the nation for the quality of engineering graduate programs, according to the annual survey by *U.S. News & World Report* magazine.

ASU's engineering graduate programs place in the top 25 among similar programs at public universities, and at 44 overall when private universities are included.



ASU engineering student Aaron Peshlakai (at right) is congratulated after his SP2 Energy project team was awarded an ASU Innovation Challenge grant to support a project to develop a new solar power generator. Read more about the Innovation Challenge winners: [engineering.asu.edu/news/8313](http://engineering.asu.edu/news/8313)

Photo: Tom Story/ASU

### Dean's Lecture Series

April 21, 5:30 p.m.

Alan Nelson

**THE AUTOMATION OF A PATHOLOGIST: Can that improve the diagnosis of cancer?**

Nelson is executive director of The Biodesign Institute and professor in the School of Biological and Health Systems Engineering.

Register:

[engineering.asu.edu/lectureseries](http://engineering.asu.edu/lectureseries)

Visit [engineering.asu.edu](http://engineering.asu.edu) for the latest news and for information about upcoming events.

## **Auburn University Acknowledgment Templates 2011**

### **President of Auburn University Foundation Templates:**

#### **General:**

Please accept my heartfelt thanks for your recent (*GIFT/PLEDGE*) of (*\$AMOUNT\$*) benefiting (*DESIGNATION*). In these complex times, we are grateful that you have chosen to support higher education at Auburn University.

The growth of the university continues to present us with exciting challenges. As a public institute, Auburn must partner with individuals, corporations, and organizations to make available programs that reach beyond the scope afforded through state funding. We are always pleased to join forces with donors who share in our vision of emerging as one of the nation's premier comprehensive land grant institutions. Your support is a vital step in helping us realize this goal.

Without the steadfast support of our alumni and friends, the quality experiences we offer our students and faculty would not be possible. Auburn is most thankful for your partnership.

#### **Scholarship:**

Throughout the years, Auburn University has maintained its tradition of academic excellence by providing students with exceptional learning opportunities. Thank you for your (*GIFT/PLEDGE*) of (*\$AMOUNT\$*) to benefit the (*SCHOLARSHIP*) in the (*COLLEGE/SCHOOL*).

The number of students that depend on financial assistance to complete their schooling increases every year. Because of you, gifted and worthy students will have access to outstanding instruction at Auburn. Your generosity not only allows our students to benefit from an excellent education, but also ensures that, through them, the values and ideals that this institution represents will endure.

Thank you for recognizing the value of an Auburn University education. Your support is key to our students' success.

#### **Scholarship 2:**

Auburn University is extremely thankful for your recent (*GIFT/PLEDGE*) of (*\$AMOUNT\$*) to benefit the (*NAME OF SCHOLARSHIP*) which will provide assistance that rewards and recognizes deserving students who are pursuing degrees in the (*CURRICULUM*).

Private support has never been more important than during this particular economic environment. The financial hurdles facing many of our students are often every bit as imposing as the academic ones, and our scholastic programs are challenged by limited state resources. Your investment in the promise and potential of our students will open countless windows of opportunity for them to work hard and diligently towards their most ambitious goals.

Auburn is fortunate to have partners like you, who recognize the importance of scholarship assistance. Thank you again for helping us build on our tradition of academic excellence as we lay the groundwork for a future full of possibilities for our students.

**Professorship:**

Auburn University would not be the institution it is today without the prestigious faculty that make up our colleges and schools. Your recent (*GIFT/PLEDGE*) of (*\$AMOUNT\$*) to the (*NAME OF PROFESSORSHIP*) in the (*COLLEGE/SCHOOL*) will enrich the Auburn experience for countless individuals.

Since Auburn was founded, it has been dedicated to providing its students with the finest educational resources and experiences available. Of these, professors are the most important, for they make a difference in the lives of their students by inspiring, motivating and influencing their ability to learn. Professorships are imperative for the university to attract and retain these outstanding instructors who have the expertise and knowledge to lead our undergraduate, graduate, and professional students through their academic careers.

Thank you for your commitment to enhance our magnificent faculty, who contribute to the academic excellence of our programs, and ultimately encourage our students to achieve greatness.

**Planned Gift:**

On behalf of Auburn University please accept my sincere thanks for your recent (*PLANNED GIFT/BEQUEST*) of (*\$AMOUNT\$*) benefiting the (*DESIGNATION*). Your support is essential to our future and will further our mission of instruction, research and outreach.

Gifts like yours make a significant difference in fostering strength and stability in our institution, as well as provide avenues of expansion for various academic endeavors in the future. Your commitment will enable Auburn to serve its students and the greater community in every possible way.

Our students will succeed as a result of your generosity, and their education will be greatly enhanced through your giving. Thank you for including Auburn University as a part of your legacy.

**Faculty/Staff:**

Thank you for your recent (*GIFT/PLEDGE*) to the (*DESIGNATION*). Your contribution demonstrates your belief and dedication to Auburn University beyond your occupational responsibilities and is greatly appreciated.

In this challenging economic time, I am amazed by the benevolence of our Auburn community. It is only through the collaborative efforts of our own personnel that we are able to achieve our goals. As a (*JOB TITLE*), your daily commitment to Auburn plays a large part in our success and makes this such a special institution.

Your support makes a substantial impact on Auburn and its mission of instruction, research and outreach, and I am grateful for your assistance.

**First Time Donor:**

Congratulations! You have just joined a magnificent group who believe in Auburn University's mission of instruction, research and outreach. It is truly inspiring to see how the gifts received from our alumni and friends make a lasting impact on our campus, faculty and students by enriching our educational programs. Together, we really do make things happen at Auburn, and I am thrilled that you have taken the first step to support the university.

I want to take this opportunity to thank you for your recent contribution of (\$AMOUNT\$) to the (SCHOOL/COLLEGE). Your thoughtful donation to (DESIGNATION/AREA) will (BENEFIT PHRASE).

As a first-time donor, you may be interested in learning more about the university. To welcome you into our family of donors, we are providing you with a packet of information for your reference and several Auburn items we hope you will enjoy.

The commitment of loyal alumni and friends will continue to be vital to Auburn's success as one of the nation's premier land-grant universities. Thank you for your generosity and for being a part of the Auburn family.

**President of Auburn University Templates:**

**General:**

Auburn University continues to grow and distinguish itself as an impressive public institution, not only in the state of Alabama but across the nation. Many thanks for your recent (GIFT/PLEDGE) of (\$AMOUNT\$) to the (DESIGNATION).

Your generosity allows us to continue to improve and grow our programs, expand our students' opportunities, and validate the future of Auburn's mission of instruction, research and outreach. We take pride in knowing that each individual on our campus has access to resources that motivate, educate, and empower them to work hard to reach their most ambitious goals. Your latest investment illustrates your confidence in the value of an Auburn education while providing the very resources that make it exceptional.

Auburn University is grateful for your generous support and for playing a role in our present success, and more importantly, our future.

## **General 2:**

Your generous contribution of (\$AMOUNT\$) to the (DESIGNATION) will benefit students and programs that will affect change, growth and continued success for our institution, region and nation.

Private support continues to play a crucial role in Auburn University's advancement, and we appreciate your dedication and commitment. Your investment is especially significant because it reflects your belief in our university and provides valuable resources the Auburn community needs to reach its academic and personal goals. You are making a meaningful difference.

We can attribute Auburn's many accomplishments to the kindness and generosity of its alumni and friends. I am pleased that we may count you among a special group of people who continue to secure Auburn University's preeminence.

## **Scholarship:**

Auburn University's students can attribute their many accomplishments to the kindness and generosity of its alumni and friends. Please accept my gratitude for your recent (GIFT/PLEDGE) of (\$AMOUNT\$) benefiting the (NAME OF SCHOLARSHIP) in the (COLLEGE/SCHOOL).

In 1945 George Petrie wrote the following words as part of the Auburn Creed, "*I believe that this is a practical world and that I can count only on what I earn. Therefore, I believe in work, hard work.*" This phrase has echoed through the generations of Auburn men and women, and motivates our students to continue the tradition of academic excellence. Year after year, we become more impressed with the quality of students that make up the Auburn community and the scholarship assistance that makes this a possibility.

Your commitment to support scholarships closes the gap that separates deserving students from an Auburn education. It gives me great pleasure to know that you are enhancing the college experience for many.

## **Professorship:**

Thank you for supporting the (NAME OF PROFESSORSHIP) with a (GIFT/PLEDGE) in the amount of (\$\$\$). Auburn University is an extraordinary community of leaders and learners. Professorships provide resources to attract and retain a first-class faculty, which sequentially allows Auburn to recruit a talented and diverse student body eager to learn from these mentors. Your support will help our most gifted educators stimulate young minds and contribute to building programs that enhance the university.

Your gift allows Auburn to go beyond the basics and offer our students a first-rate education that we have become known for. It gives me great pleasure to know that you are willing to offer your assistance in enhancing the college experience for many.



**Planned:**

Auburn University is incredibly grateful for gifts such as yours, because we understand the meaningful and very personal nature of a decision related to estate plans. Please accept my sincere thanks for your (*PLANNED GIFT/BEQUEST*) of (\$*AMOUNT*\$) to benefit the (*DESIGNATION*) in the (*COLLEGE/SCHOOL*).

As we strive to make Auburn one of the nation's preeminent comprehensive land-grant universities, private support such as yours will help us continue to transform Auburn's vision into a reality. The commitment made to academic excellence at Auburn University began over 150 years ago and will carry on well into the future.

With your generosity and dedication, we can achieve our goals and steadily enhance our exceptional learning environment to prepare the next generation of leaders. Thank you for helping Auburn build upon its strong history and be better prepared for the years to come.

**Athletics:**

The quality of educational and athletic experiences Auburn University is able to present to its student athletes are enhanced all the more by your generous support of the (*DESIGNATION*). Thank you for your (*GIFT/PLEDGE*) of (\$*AMOUNT*\$) given to the Department of Intercollegiate Athletics through the Tigers Unlimited Foundation.

Your support helps provide essential resources that offer our student athletes the opportunity to participate in exceptional and successful athletic programs. Young men and women are receiving the tools they need to succeed in life, as they devote countless hours to excel on the many different fields of athletic competition. Through your contribution, Auburn will accomplish many goals and reach a great deal of success.

Your gift is a wonderful example of the "Auburn Spirit." Your vote of confidence in our long tradition of academic and athletic excellence is invaluable.

**Athletics 2:**

On behalf of our student athletes, coaches and staff, thank you for your contribution to the Department of Intercollegiate Athletics given through the Tigers Unlimited Foundation. Your (*GIFT/PLEDGE*) of (\$*AMOUNT*\$) to support (*DESIGNATION*) is critical to maintaining our thriving program.

Each Auburn man and woman has their favorite tradition, whether it is experiencing the energy of Tiger Walk, watching the eagle fly before game time, or rolling Toomer's Corner after a victory. Through Auburn's athletic programs, we strive to instill other traditions in our student athletes; traditions of leadership, sportsmanship, integrity, and teamwork. Your investment boosts our ability to prepare our students for great achievements well beyond the playing field.

We are grateful for your generosity, and for all you do to make athletics at Auburn a success.



Current Date

Barbara and Richard XXXX  
XXXX SSSSS Ave N  
City, State Zip

Dear donor and husband:

On behalf of the Board of Regents, students, faculty, and staff, thank you for your recent gift to Augsburg College.

Augsburg College educates students to be informed citizens, thoughtful stewards, critical thinkers, and responsible leaders. Your gift provides the support students need to focus on learning while also serving and leading in our communities.

Thank you again for supporting the students of Augsburg College.

Sincerely,

Paul C. Pribbenow

## ATHLETICS:

Beside every student-athlete at Augustana College there is someone cheering them on, pushing them to succeed on the field of competition, and in the classroom. Every year, hundreds of talented young men and women team up with alumni and friends like you to work towards making their Viking season a winning one.

It is my pleasure to thank you for your gift to The Tribe of Vikings. Your thoughtful support will help improve key facilities, retain talented coaching staff, and shape the life of student-athletes for many years to come.

Again, thank you for helping to ensure that Augustana athletics continue to stand for championship quality. Go Vikings!

## GENERAL

Thank you for your recent gift to Augustana College. Your generosity directly impacts our students and stands in tribute to the college's commitment to excellence in liberal arts and sciences education.

Over the course of this year, I watched from my window as Old Main began its long-awaited transformation into a modern center for teaching and learning. As the exterior renovation nears completion and we turn our attention to the interior spaces, I look with anticipation to the enhanced teaching, mentoring, research and collaboration that will take place within its revitalized classrooms and corridors. In much the same way we strive for transformation in our students, inside and out, as we prepare them for lives of leadership and service.

The college's students will go on to make a difference, just as you have here at Augustana. Thank you for your support of the mission and vision of the college.

## Presidential Thank you letter - SAMPLE

Dear \_\_\_\_\_,

Thank you for your recent gift to Babson. Your support is vitally important to the College's success. It is through gifts like yours that Babson is able to provide an outstanding and unique education, one which serves as a catalyst for entrepreneurial change in today's world. At its core, all entrepreneurship is social: people collaborating to benefit people. This is the hallmark of the Babson experience. The College is committed to life-long learning and educating globally responsible leaders who can create opportunity from today's challenges.

For the 14<sup>th</sup> consecutive time, *U.S. News & World Report* has ranked Babson College the No.#1 Undergraduate Program for Entrepreneurship. This is enormously gratifying. In both our undergraduate and graduate programs, Babson is known to produce the most creative and innovative students grounded in the fundamentals and business-building skills needed in today's global environments. With a student experience centered in a dynamic learning and living environment highly focused on entrepreneurial thought and action, our talented faculty focus on real-world problems. Additionally, Babson's expanded collaborative global partnerships have extended our leadership in the broadest array of settings. It is, therefore, no surprise that Babson is the institution the world looks to for entrepreneurship education of all kinds.

As we begin another exciting academic year, there is a lot to look forward to and a multitude of achievements to celebrate. We sincerely appreciate all our supporters. Your generosity makes our success possible. Thank you again for making the Babson a philanthropic priority and for helping the College continue to do great work.

Sincerely,

May 19, 2011

Ms. Ima Fine Donor  
987 Easy St  
Fiduciary Heights, NY 12345

Dear Ima:

On behalf of <name of college/university>, thank you for your recent unrestricted gift of \$XXX. Unrestricted gifts to <name of general fund> are the most valuable contribution you can make, allowing <college/university> to direct funds toward our most urgent needs, scholarships, faculty development, and campus improvements. Your generosity has taken us one more step toward our 20XX-20YY fiscal year goal to raise \$YYY.

We hope you will continue to support < name of college/university> with other great opportunities to give, volunteer and attend events, including this opportunity:

- **<Date and name of event>.** <Description of event>.

The best way to stay up-to-date on this event and others, communicate directly with fellow <org name> supporters, and receive instant online announcements is to become an active member of our online community, **<community name> (community URL)**. To receive your member ID, please contact <name and title of contact>, at <contact's email address and phone number>. An additional information resource is <charity's URL>.

Finally, please know that <name of college/university> prays for its community of supporters daily and is here to serve you. You may reach me at <email address and phone number>. Thank you once again for your contribution, and I look forward to speaking with you again.

Sincerely,

Name  
Title

---

## <SCHOOL NAME>

Place charity's  
logo here.

<Mailing Address>  
<Telephone number>  
**Official receipt**

Date Processed:	XX/YY/ZZZZ
Gift Amount:	\$XXX
Fund:	<name of fund>

### **Thank You!!**

Thank you for your kind gift in support of <charity's name>. No goods or services were provided in exchange for your contribution. Please retain this official receipt for your tax records. Gifts to <charity's name> are tax deductible within federal guidelines.

Ms. Ima Fine Donor  
987 Easy St  
Fiduciary Heights, NY 12345

**Donors of \$1,000 or more**

[DATE]

[NAME]

[ADDRESS 1]

[CITY], [STATE] [ZIP]

Dear [SALUTATION]:

On behalf of the entire [REDACTED] community, thank you so much for your generous gift of <<Amount>> to [REDACTED] in support of <<focus>>, which was processed on <<date>>. <<IF PARENTS, THEN INSERT THIS TEXT: Please know how grateful we are for the many ways that you have nurtured your child's education, including this most recent display of generosity and support. >>

It is particularly exciting to write today because, this year, thanks to The Bennington Fund Scholarship Challenge presented by the College's trustees—combined with the College's own longstanding commitment to scholarship support—your gift will be matched 2:1.

Additionally, we deeply appreciate your decision this year to renew your membership in the Associates Society—a group of leadership donors whose annual philanthropy accounts for more than three-quarters of all dollars given to [REDACTED]. The partnership of Associate donors like you is vital to what we do, and I cannot overstate my gratitude.

As engaged citizens, thoughtfully navigating today's complex realities, each of us is now—more than ever—charged with determining which investments are most meaningful and will help to promote the greater good of all. Thank you for choosing to invest in [REDACTED] and its students. We are honored by your confidence in [REDACTED]'s mission and will work hard to ensure that your support helps to equip our graduates with the capacity to engage the world in ways that matter about things that matter.

With my best wishes,

## Senior Class Gift Donors

[DATE]

[NAME]

[ADDRESS]

[CITY STATE ZIP]

Dear [NAME]:

On behalf of everyone at [REDACTED], please accept my heartfelt thanks for your donation to the 2011 Senior Class Gift –\$[AMT] processed on [GIFT DATE].

Your support, together with that of your classmates, is a meaningful tribute to your [REDACTED] experience. It is especially moving to me that, collectively, you have chosen to provide a scholarship for an incoming freshman this fall. And, because of the challenge put forth this year by [REDACTED]'s trustees—combined with the College's longstanding commitment to scholarship support—your gift will be matched, and brings us one donor closer to receiving an additional \$75,000 for student scholarships from trustee Priscilla Alexander '58. Thank you.

Just like thousands of alumni before you, you are providing a new student with the opportunity to pursue a singular education every bit as rich and unique as your own.

With deep appreciation,

**Donors with gifts less than \$1,000**

[DATE]

[NAME]

[ADDRESS 1]

[CITY], [STATE] [ZIP]

Dear [SALUTATION]:

I write today, on behalf of every member of the [REDACTED] community, to thank you for making a gift of <<Amount>> to The [REDACTED] Fund in support of <<focus>>, which was processed on <<date>>. < <IF PARENTS, THEN INSERT THIS TEXT: Please know how grateful we are for the many ways that you have nurtured your child's education, including this most recent display of generosity. >>

Because of the challenge put forth this year by [REDACTED]'s trustees—combined with the College's longstanding commitment to scholarship support—your gift will be matched 2:1 with a gift for student scholarships.

We greatly appreciate your support this year, when its impact is enlarged in such a meaningful way. Since its founding in 1932, [REDACTED] has challenged students to shape their own educations, to pursue those ideas that spark their curiosity and ignite their passion. Please know that your support is critical to making this vision of a liberal education possible, and your participation in the Challenge helps us to ensure that a next generation of creative thinkers can experience a [REDACTED] education regardless of their financial circumstances.

Thank you, once again, for your investment in [REDACTED].

My very best,

## **Gifts to special program**

Dear [NAME],

Thank you so much for your donation of [\$AMT] to [REDACTED] in support of the [Specific Fund] and the [REDACTED] Writing Seminars; your gift was processed on [DATE].

Your gift enables the [REDACTED] Writing Seminars to nurture a diverse body of new and talented writers in an environment that integrates solitude and exchange. This extraordinary program, which honors a writer's way of life, continues to flourish because of your generosity.

Please know how grateful we all are for your support.

Sincerely,



## Second Gift TY

[DATE]

[NAME]

[ADDRESS 1]

[CITY], [STATE] [ZIP]

Dear [SALUTATION]:

It is with sincere pleasure that I write to acknowledge your second gift to [REDACTED] this fiscal year—\$GIFT AMOUNT received on DATE. Private giving—and the loyalty that motivates it—makes extraordinary things happen at [REDACTED]. This has been the case for the more than 78 years of the College's existence.

Your choice to make a second gift signals a belief in [REDACTED] and a desire to see it— and the students and faculty who are learning, teaching, collaborating and creating here—thrive.

And this year, because of the trustees' leadership and The [REDACTED] Fund Scholarship Challenge, your continued generosity will have an even greater impact.

On behalf of the students, faculty and staff of [REDACTED], please accept my deepest gratitude for your support of this extraordinary institution.

Warm regards,

## Recurring Gift Pledge TY

[DATE]

[NAME]

[ADDRESS 1]

[CITY], [STATE] [ZIP]

Dear [SALUTATION]:

On behalf of our students, faculty, and the entire [REDACTED] community, please accept our deepest gratitude for your pledge of \$[AMT] in support of The [REDACTED] Fund, which will commence on November 30, 2010 and cease on October 31, 2011. Receipts for tax purposes will be mailed to you on or before January 31 for all payments made in the preceding calendar year.

Your participation in The [REDACTED] Fund is essential to the continued success of the College. Annual donations, in large part, allow [REDACTED] to attract and retain superior faculty, offer outstanding and deserving students financial aid, introduce innovative educational programming, and continue campus renewal efforts. We share a personal fondness for this institution, as well as first-hand awareness of the value our support provides. Your decision to make a financial contribution shows an extraordinary commitment to the College and its past, present, and future students. For this, I offer my sincere appreciation.

Sincerely,

**Scholarship/Alumni Donors/\$1K-\$9,999**

Dear NAME:

I am pleased to thank you, on behalf of Boston University, for your gift to the General University Scholarship Fund. As an alumnus, I am proud of your commitment to Boston University, and your support is very much appreciated.

The availability of scholarship support plays a significant role in the University's efforts to attract and retain a diverse and talented student body. Your generosity ensures that the University's students will receive much-needed financial assistance to help them enjoy the many opportunities available to them at this dynamic institution.

With best wishes,

**Unrestricted/Alumni Donors/\$1K-\$9,999**

Dear NAME:

I am pleased to thank you, on behalf of Boston University, for your gift to the General University Support Fund. As an alumnus, I am proud of your commitment to Boston University, and your support is very much appreciated.

President Robert A. Brown remains committed to strengthening Boston University's global reputation and maintaining its longstanding tradition of excellence. Your generous unrestricted gift to your alma mater provides the resources to meet the diverse needs of this dynamic institution, furthering its teaching and research initiatives that help attract talented students and retain distinguished faculty.

With best wishes,

**Unrestricted/\$10K-\$24,999**

Dear <Salutation>,

It is a pleasure to thank you for your <Transaction Type> of <Transaction Amount> to the <Fund Name> at <School>. Your generosity is deeply appreciated by all at the University.

Unrestricted support plays a vital role in building programs and attracting highly talented students, and your participation in these efforts makes a real difference. Your generous gift provides necessary resources to enhance the opportunities available to our students and help the <School/College/University's> academic and extracurricular programming flourish.

I look forward to working with you to strengthen this extraordinary institution. Every best wish.

**Unrestricted/\$25K+**

Dear <Salutation>:

Thank you for your <Transaction Type> to the <Fund Name> and welcome to the xxx Society. I deeply appreciate your generous unrestricted support of the College that strengthens the resources and opportunities available to our students.

I am most grateful for your remarkable dedication to your alma mater.

**Scholarship/\$25K+**

Dear <Salutation>:

Thank you for your <Transaction Type> to the <Fund Name> at <School>. I deeply appreciate your generous commitment to easing the financial burden faced by students in the xxx program. Your support will strengthen the University's efforts to attract and retain highly talented students, regardless of their economic background.

I am most grateful for your strong investment in the future of your alma mater/Boston University.

**Faculty/\$1K+**

Dear <Salutation>:

Thank you for your <Transaction Type> to the <Fund Name>. I deeply appreciate your continued unrestricted support of the School and your commitment to strengthening the resources available to its students and faculty.

I remain most grateful for your personal and professional dedication to furthering Boston University's academic mission.

December 8, 2010

Dear xxx family,

Thank you so much for your Preview Night guest suggestions. One or more of your guests attended the December 5<sup>th</sup> evening. I am pleased to enclose a \$25 gift card for gas, as a small token of our gratitude.

The heartfelt recommendation of BC parents is the best "publicity" we can get. Thank you so much!

To God be all the glory,

Director of Advancement



# Brethren Christian

## JUNIOR & SENIOR HIGH SCHOOL

March 3, 2010

Name  
Address  
City

Dear Grandparents,

I want to take this opportunity to **thank you** for attending Brethren Christian's Grandparents Day last week. The students, faculty and staff enjoyed having you spend the morning with us. From the many heartwarming comments I have received, it seems that you, too, had a great morning!

Grandparents have such an important role in the lives of their grandchildren. I hope that you will never underestimate the influence you have. Studies show that young people are greatly influenced by the standards of behavior taught in their family - even when it seems like they aren't listening. Young people today are exposed to so much information that does not conform to Biblical values. I would like to encourage you to continue to be actively involved in the lives of these precious young people. Pray for them, and for their parents.

Brethren Christian has been ministering to Christian families for 63 years now. June 2008, Brethren Christian High School graduated the first students whose grandparents (and parents) had also graduated from Brethren! What a tremendous legacy.

The family is the foundation of God's design for our human societies. At BC, we embrace the entire family - and that includes grandparents! I hope that we will see you often at plays, concerts or cheering on your favorite Warrior athlete. I am including a calendar of upcoming events that you might enjoy attending.

Looking forward to seeing you again soon,

xxxx

Director of Advancement

21141 Strathmoor Lane Huntington Beach, CA 92646 (714)962-661 [www.BCHS.net](http://www.BCHS.net)  
A Ministry of Greater Long Beach Christian Schools, Inc.

## Second Quarter Athletics Letter

Date

Mailing Name

Address

Address

Dear Donor;

Beside every student-athlete at Bridgewater State University, there is someone cheering them on, pushing them to succeed on the field of competition, and in the classroom. Every year, hundreds of talented young men and women team up with alumni and friends like you to work towards making their season at Bridgewater a winning one!

It is my pleasure to thank you for your gift in support of the Bears Athletics Program. Your thoughtful support will help improve key facilities, retain talented coaching staff, and shape the life of a student-athlete for many years to come.

I am pleased to provide you with a record of your gift:

<b>Process Date</b>	<b>Amount</b>	<b>Designation</b>
---------------------	---------------	--------------------

Again, thank you for helping to ensure that our Bears athletics programming continues to stand for championship quality. Go Bears!

Sincerely,

Jeanne M. Brown

Assistant Director of Donor Relations

P. S. Federal law requires us to inform you that no benefits were provided in exchange for your gift(s). Please retain this document for your records. If you have any questions or need information regarding your gift, do not hesitate to call me at 508-531-2725.

## Second Quarter Campaign Thank You Letter

Date

Mailing Name

Address

Address

Dear Donor,

On behalf of the entire Bridgewater State University community, please accept our profound gratitude for your recent gift to the Three Pillars of Excellence campaign.

We recognize there may be many causes worthy of your support, and it means a great deal to us that you continue to identify Bridgewater State University as an important philanthropic priority. Please know that your decision to support the university will have a lasting impact on the quality of teaching and learning that take place here and will contribute in innumerable ways to the university's growing reputation.

I am pleased to provide you with a record of your gift:

**Process Date**

**Amount**

**Designation**

These are challenging times for higher education institutions across the country, and Bridgewater is certainly no exception. Due to the generous spirit of people like you, however, we have made remarkable progress toward meeting our goals for the Three Pillars of Excellence campaign. We thank you for your part in helping us achieve those aspirations and for making Bridgewater a stronger, more vital, and inclusive community.

Sincerely,

Jeanne M. Brown

Assistant Director of Donor Relations

P. S. Federal law requires us to inform you that no benefits were provided in exchange for your gift(s). Please retain this document for your records. If you have any questions or need information regarding your gift, do not hesitate to call me at 508-531-2725.



## Second Quarter Class Gift Letter/Receipt

Date

Mailing Name  
Address  
Address

Dear Donor:

Please accept my sincere appreciation for your generous gift to Bridgewater State University in support of your class fundraising efforts. Your gift has been designated as you requested:

<b>Amount</b>	<b>Process Date</b>	<b>Gift Designation</b>
---------------	---------------------	-------------------------

Bridgewater's future depends on the loyalty and commitment of alumni and friends who endorse the university's mission and who are willing to become partners in an ongoing ambitious effort. Your support is critical to our maintaining successful programs and in providing quality experiences for our students. The university is most grateful for your participation, commitment and trust.

Through your support, you are making an investment in the lives of academically talented men and women, and are assisting our young people in becoming tomorrow's leaders. Thank you for believing in Bridgewater State University.

Sincerely,

Jeanne M. Brown  
Assistant Director of Donor Relations

P.S. Federal law requires us to inform you that no benefits or services were provided in exchange for your gift(s). Please retain this document for your records. If you have any questions regarding your gift, do not hesitate to call me at 508-531-2725.

## Second Quarter NASA Letter

Date

Mailing Name

Address

Address

Dear Donor:

Thank you for your recent gift to Bridgewater State University. Your commitment to Bridgewater, our named annual scholarship program and the Annual Fund will allow us to better serve our students in the coming years and gives credence to all we do at the university. Your philanthropy not only keeps the university strong, but it gives young people the gift of choice, and a chance to access the advantages of a Bridgewater State University education. This powerful gift is one that will stay with these young people throughout their lives.

I am pleased to provide you with a record of your gift:

Process Date	Amount	Designation
		(name of scholarship) Annual Scholarship Fund

You are part of an elite group of alumni, parents and friends who help the university to provide the valuable resources our students need to reach their academic goals and you've demonstrated remarkable leadership at a time when leaders are most needed. Bridgewater State University continues to be a student-centered learning community in which each individual has access to resources that motivate, educate and empower them toward their personal and professional goals. Your scholarship gift reflects your belief in the value of a Bridgewater education while providing the very resources that make it excellent. Thank you for your trust, confidence and investment in our future.

Sincerely,

Jeanne M. Brown

Assistant Director of Donor Relations

P. S. Federal law requires us to inform you that no benefits were provided in exchange for your gift(s). Please retain this document for your records. If you have any questions or need information regarding your gift, do not hesitate to call me at 508-531-2725.

## Second Quarter Scholarship Template Letter

Date

Mailing Name

Address

Address

Dear Donor,

Please accept my sincere thanks for your recent gift in support of the \_\_\_\_\_ *Scholarship* at Bridgewater State University. Thank you, not only for being such a special part of the lives of our students, but also for your confidence in Bridgewater.

I am pleased to provide the following record of your gift:

<b>Process Date</b>	<b>Amount</b>	<b>Designation</b>
---------------------	---------------	--------------------

The success we have achieved together and the future success of Bridgewater is a direct result of your investment in the university and its mission. Our ability to offer a robust financial aid program to our students is vital to this success and helps us to attract talented students with great promise. Scholarship support not only helps make a student's dream of a university education a reality, it also enriches the educational experience of all our students.

Again, I thank you for your wonderful gift.

Sincerely,

Jeanne M. Brown

Assistant Director of Donor Relations

P.S. Federal law requires us to inform you that no benefits were provided in exchange for your gift(s). Please retain this document for your records. If you have any questions or need information regarding your gift, do not hesitate to call me at 508-531-2725.

## Second Quarter Annual Fund Letter

Date

Mailing Name

Address

Address

Dear Donor,

Thank you for your recent gift to the Annual Fund at Bridgewater State University. Through your generous support, you are providing our students with the resources necessary to navigate their paths of academic exploration at Bridgewater. From funding student scholarships, to supporting faculty development, to enriching the university's rigorous academic and extracurricular programs, your generosity is at the heart of Bridgewater's exceptional academic experience.

I am happy to provide you with a record of your gift:

Process Date	Amount	Designation
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Giving to the Annual Fund supports the important work that takes place every day in labs, classrooms and libraries across campus. At Bridgewater, academic excellence and unrivalled spirit drive scholars, artists, professors and some of the brightest students from our state, our nation and abroad to make a difference in our society. As leading public and private institutions grow to depend on donations not only to provide the margin of excellence but to contribute to the very core of our business, your gift ensures our reputation and our position as a quality educator.

The generosity of our alumni, friends and families allows us to continue to improve and grow our programs, expand our students' opportunities, and confirm the future of this extraordinary university. Thank you for your recognition of the value of a Bridgewater State University education; we are grateful for your continued support.

Sincerely,

Jeanne M. Brown

Assistant Director of Donor Relations

P. S. Federal law requires us to inform you that no benefits were provided in exchange for your gift(s). Please retain this document for your records. If you have any questions or need information regarding your gift, do not hesitate to call me at 508-531-2725.

## Second Quarter Build-a-Brick Letter

Date

Mailing Name

Address

Address

Dear Donor:

Thank you for paving the way to a bright future for Bridgewater State University students with your recent gift of an engraved brick. Your brick will be placed in the Alumni Courtyard in front of the Horace Mann Auditorium and will be seen by Bridgewater State alumni, students, friends and family for years to come.

The brick will read as follows:

<<Reference>>

The entire Bridgewater State University community appreciates loyal alumni and friends like you who offer financial support and encouragement. I hope you take great pride in knowing that your allegiance and support play a vital role in strengthening the Bridgewater State University scholarship program. You are helping to enhance the quality of our university and bolster the opportunities for our students. I am pleased to provide you with the following record of your gift:

Process Date	Amount	Gift Designation
		BSU Scholarship Program

On behalf of the Bridgewater State University Foundation and from me personally, thank you for your thoughtful generosity.

Sincerely,

Jeanne M. Brown

Assistant Director of Donor Relations

P.S. Federal law requires us to inform you that no benefits were provided in exchange for your gift(s). Please retain this document for your records. If you have any questions regarding your gift, do not hesitate to call me at 508-531-2725.

## Second Quarter CPDC Letter

Date

Mailing Name

Address

Address

Dear Donor,

Thank you for your support of the Children's Physical Developmental Clinic at Bridgewater State University. I am happy to provide you with a record of your gift:

Process Date	Amount	Gift Designation
		Children's Physical Developmental Clinic

The Children's Physical Developmental Clinic is a nationally recognized academic program that fosters professional development, service learning, and leadership development. The clinic affords students from all majors a challenging opportunity to volunteer as clinicians and work with children and youth with disabilities, ages 18 months to 18 years.

The aim of the clinic program is to improve the "total development" of children with disabilities by enhancing vital physical, motor, and aquatic skills and patterns. In addition, the program stresses the improvement of children's self-esteem by strengthening emotional-social aspects of their personalities through successful involvement in play, recreation, and sport activities, thereby opening doors for fuller participation in society now and ultimately as adults.

Please accept my sincere gratitude on behalf of the students who will reap the benefits of your support of the Children's Physical Developmental Clinic at Bridgewater. Your commitment to our work, to our students, and to the continuation of excellence at Bridgewater State University is very much appreciated.

Sincerely,

Jeanne M. Brown  
Assistant Director of Donor Relations

P. S. Federal law requires us to inform you that no benefits were provided in exchange for your gift(s). Please retain this document for your records. If you have any questions or need information regarding your gift, do not hesitate to call me at 508-531-2725.

## Second Quarter Gift-in-Kind Letter

Date

Mailing Name  
Address  
Address

Dear Donor,

Thank you for your recent gift of <<reference>> to Bridgewater State University. A gift like yours supports the mission of the university and enhances the quality of the education offered to our students. Your personal involvement in Bridgewater's success is greatly valued and appreciated.

I am pleased to provide you with a record of your gift:

Process Date	Amount	Gift Designation
--------------	--------	------------------

On behalf of the Bridgewater State University Foundation, our students, faculty and staff, thank you for your trust and support.

Sincerely,

Jeanne M. Brown  
Assistant Director of Donor Relations

P.S. Federal law requires us to inform you that no benefits or services were provided in exchange for your gift(s). Please retain this document for your records. If you have any questions regarding your gift, do not hesitate to call me at 508-531-2725.

## Second Quarter Matching Gift Letter

Date

Mailing Name

Address

Address

Dear Donor:

We have received a corporate matching gift from the \*\*\* in the amount of \*\*\* made in response to your own contribution to Bridgewater State University. Matching gifts are an important source of income for the university, and we are very grateful for your support in facilitating this additional gift.

Bridgewater's programs of excellence, outstanding faculty, cutting-edge technologies, library facilities, distance learning opportunities, and student achievements continue to strengthen our reputation, and you are helping make all of this possible. Your contribution, and the matching gift it elicited, directly impacts our ability to continue offering our students the thriving academic community for which Bridgewater is known. Again, many thanks.

Sincerely,

Jeanne M. Brown

Assistant Director of Donor Relations



November 24, 2010

«MailName1»

«MailName2»

«Address1»

«Address2»

«Address3»

«Address4»

«Address5»

«Address6»

«Address7»

«Address8»

Dear «Dean\_Salutation»,

I want to thank you for establishing the «Scholarship\_Title» and to share with you the financial performance and benefits of this fund. On the attachment, you will find the values of your fund as well as information about the 2010-2011 scholarship recipient.

Scholarships make an important difference to students by easing financial burdens and student debt upon graduation. Just as impactful is the prestige and self-confidence these awards inspire because someone has acknowledged their accomplishments and invested in their futures. We have heard from many scholarship recipients who have shared how much their awards mean to them.

For the School, these endowments give us the ability to recruit and retain the top students from around the world. By establishing an endowment, you have invested in the future of our students such as <<recipient name>>. This commitment shows your support of the institution and the students who attend the school. Thank you for your continued allegiance to the School of Business at XXXXXX University.

With sincere appreciation,

Attachments

December 29, 2010

«Mail\_Name\_1»

«Mail\_Name\_2»

«Address\_1»

«Address\_2»

«Address\_3»

«Address\_4»

«Address\_5»

«Address\_6»

«Address\_7»

«Address\_8»

Dear «salutation»:

Thank you for your gift of \$«Acknowledge\_Amt» to the School of Business. By supporting the «allocation», you make a meaningful difference in the success of the school, the faculty, and the students. Annual Fund gifts provide essential support that allows us to respond to changing situations, meet the School's most urgent needs, and take advantage of new opportunities. Such flexibility is critical to the long-term health and well-being of the school.

The generosity of our alumni, faculty, staff, and friends allows us to continue to improve and grow our programs, expand our students' opportunities, and confirm our future as a top tier business school. The support of these groups over the last two years is unprecedented in the history of our school. For the second year in a row, we established new records for the number of donors to and the amount of dollars committed to the School of Business Annual Fund.

Finally, I would like to offer my congratulations on your membership in the XXXXX Society. In honor of the support that you have given to the School, we will be honoring you by displaying your name on the donor board that is prominently located within the building. Thank you for your generosity and confidence in the School of Business.

Sincerely,

Dear Dr. X:

On behalf of the entire Carnegie Mellon community, please let me thank you and the X Foundation for your gift of \$X to support [X research]. Your support provides the necessary resources to advance this high priority research area.

Professor [X] is making important discoveries in the area of X using molecular neuroscience and brain imaging. We are gratified that the X Foundation values this high risk, high reward research. We share your belief that this approach will have great impact on science and society.

We look forward to reporting on the progress of this research project.

Thank you again for your valued support.

Sincerely,

Re: Grant #X

Dear Mr. X,

On behalf of the entire [university] community, I would like to thank you and the [X] Foundation for your gift of \$X, to support Professor X's study entitled “.”

Your generous support will allow Professor X and his colleagues to provide an answer to the untested question of whether improving academic skills is the key to later success. This research will allow educators and policy makers to know whether alternative measures of school productivity would lead to substantially different rankings of specific schools, a study that has yet to be undertaken with such a rigorous research methodology.

We are gratified that you share our interest in improving education and educational policy for the benefit of our nation.

Thank you again for the gift.

Sincerely,

Dear Mr. X:

On behalf of the entire Carnegie Mellon community, I would like to thank you and the anonymous donor for the generous \$X contribution. This gift will be used to support the work of X.

[Paragraph on the work being supported.]

This gift will support efforts to pursue life-changing research. Your gift is more than an investment in the university and its people—it is also an investment in the future.

Thank you again.

Sincerely,

Dear Mr.:

On behalf of Carnegie Mellon University's School of X, I would like to thank you and The X Foundation for the recent gift of \$X designated for the X Undergraduate Scholar Award.

This gift is very important to us. It enables [the university] to provide special support for talented students. Your gift is much appreciated by the university and those who directly benefit from it.

Thank you.

Sincerely,

Thank you for your pledge payment of XXXX designated to the XXXXX. Every gift makes a difference.

Students are busy preparing for the last two weeks of classes. The Class of 2011 graduates on Saturday, May 14, with three hundred thirty five students participating in commencement exercises held in Kuyper Fieldhouse. Dr. Tom Boat '61, University of Cincinnati College of Medicine, will be the commencement speaker. What an exciting time in the lives of these students!

Thank you again for supporting Central College through your gift to the Class of 1987 Central Fund Scholarship. It is truly exciting to have support from alumni and friends, like you, who are committed to making a difference in many lives.

We change the middle paragraph every month to reflect what is going on around campus at the time.

May 16, 2011

Mr. John Doe  
Mrs. Jane Doe  
123 Sample Street  
Sample, ME 00000

Dear Mr. and Mrs. Doe:

I am writing to share with you that we recently received a donation in memory of your daughter, Jane, from:

Mr. John Sample  
125 Anywhere Street  
Any Town, ME 00000

We truly appreciate all donations to the Colby Fund. Donations provide critical support for the vital initiatives that create the unique experience that is Colby College.

With the help of generous donors like «FullNameOfDonor», we are able to make the full power of a Colby education available to deserving students. We are tremendously grateful that your loved one's relationship with the College inspired this meaningful gift. May this knowledge help to give you comfort during your time of loss. Remove sentence if deceased for more than a year!

Sincerely,

Director of the Colby Fund

XXX/xxx



May 16, 2011

Mr. John Doe  
Ms. Jane Sample  
123 Sample Street  
Sample, ME 00000

Dear Jane and John:

Thank you for opening doors to new opportunities for intellectual growth and to life-changing moments and welcome to the President's Leadership Society.

In today's world a liberal arts education is more valuable than ever, and your support at the President's Club level helps ensure that Mayflower Hill will continue to be a diverse intellectual and social community.

Members of the President's Leadership Society, like you, are dedicated alumni and parents whose leadership giving allows us to continue to steward academic excellence and to prepare our students to engage with the issues of our times.

Thank you for your dedication and commitment to Colby.

Sincerely,

President

XXX/xxx

May 16, 2011

Ms. Susie Doe  
123 Main Street  
Sample, ME 00000

Dear Susie:

I am pleased to share with you that we have recently received a donation in your honor from your parents.

Colby Fund gifts provide critical support for the vital initiatives that create the unique experience that is Colby College. We truly appreciate all donations to the Colby Fund, and are tremendously grateful that your connection to the College inspired this meaningful gift.

With the help of generous donors like Jane and John, we are able to make the full power of a Colby education available to deserving students.

Sincerely,

Director of the Colby Fund

XXX/xxx

May 16, 2011  
letter!

If a Colby couple, both names must be on the

Mr. John Doe  
Mrs. Jane Doe  
123 Sample Street  
Sample, ME 00000

Dear Jane and John

Many thanks for your recent IRA gift of \$0,000 to the 2010-11 Colby Fund. Your generous support of the College, the fund, and your class is greatly appreciated by all here at Colby.

You will receive an IRA receipt under separate cover for your records. Please keep it with your other important tax-related paperwork. If you or your tax advisor has any questions regarding your gift or its documentation, please feel free to contact me at 207-000-0000 or xxxxxxxx@colby.edu.

Thank you again for your gift and for participating in the Colby Fund.

Warmest regards,

Director of the Colby Fund

XXX/xxx

May 16, 2011

Mr. John Doe  
123 Sample Street  
Sample, ME 00000

Dear John:

Thank you for opening doors to new opportunities for intellectual growth and to life-changing moments through your membership in the President's Leadership Society.

In today's world a liberal arts education is more valuable than ever, and your generous IRA contribution at the President's Club level helps ensure that Mayflower Hill will continue to be a diverse intellectual and social community.

Members of the President's Leadership Society, like you, are dedicated alumni whose leadership giving allows us to continue to steward academic excellence and to prepare our students to engage with the issues of our times.

Thank you for your dedication and commitment to your alma mater.

Sincerely,

President

XXX/xxx

May 16, 2011

Mrs. John Doe  
123 Sample Street  
Sample, ME 00000

Dear Jane:

Thank you for opening doors to new opportunities for intellectual growth and to life-changing moments through your recent membership in the President's Leadership Society.

In today's world a liberal arts education is more valuable than ever, and your support at the President's Club level helps ensure that we will continue to steward academic excellence and allows us to prepare our students to engage with the issues of our times.

Thank you for your three-year commitment to the President's Leadership Society and for your commitment to the Bicentennial Challenge. Your multi-year commitment is your resounding vote of confidence in your alma mater and will ensure that Mayflower Hill continues to be a diverse intellectual and social community.

Thank you for your dedication and support.

Sincerely,

President

XXX/xxx

May 16, 2011

Mr. John Doe  
Mrs. Jane Doe  
123 Sample Street  
Sample, ME 00000

Dear Jane and John:

Thank you for opening doors to new opportunities for intellectual growth and to life-changing moments and welcome to the President's Leadership Society.

In today's world a liberal arts education is more valuable than ever, and your support at the President's Associates level helps ensure that Mayflower Hill will continue to be a diverse intellectual and social community.

Members of the President's Leadership Society, like you, are dedicated alumni and parents whose leadership giving allows us to continue to steward academic excellence and to prepare our students to engage with the issues of our times.

Thank you for your dedication and commitment to Colby.

Sincerely,

President

XXX/xxx

May 16, 2011

Mr. John Doe  
123 Sample Street  
Sample, ME 00000

Dear John:

Thank you for your recent gift to the Colby Fund which was made by your parents. Your gift provides critical support for the vital initiatives that create the unique experience that is Colby College.

Your support of the College and your class is greatly appreciated. Over the next several months, we look forward to sharing with you stories of what is made possible by gifts like yours.

With the help of generous donors like you, we are able to make the full power of a Colby education available to deserving students.

Sincerely,

Director of the Colby Fund

XXX/xxx

May 16, 2011

Mr. John Doe  
123 Sample Street  
Sample, ME 00000

Dear John:

Thank you for opening doors to new opportunities for intellectual growth and to life-changing moments through your membership in the President's Leadership Society.

In today's world a liberal arts education is more valuable than ever, and your renewed support at the President's Associates level helps ensure that Mayflower Hill will continue to be a diverse intellectual and social community.

Members of the President's Leadership Society, like you, are dedicated alumni and parents whose leadership giving allows us to continue to steward academic excellence and to prepare our students to engage with the issues of our times.

Thank you for your commitment to Colby.

Sincerely,

President

XXX/xxx



May 16, 2011

Mr. John Doe  
Mrs. Jane Doe  
123 Sample Street  
Sample, ME 00000

Dear Mr. and Mrs. Doe:

Thank you for your recent gift to the 2010-11 Colby Fund for Parents, which was made at your suggestion by the Maine Sample Association. Your gift provides critical support for the vital initiatives that create the unique experience that is Colby College.

Your support of the College is greatly appreciated. Over the next several months, we look forward to sharing with you stories of what is made possible by gifts like yours.

With the help of generous donors like you, we are able to make the full power of a Colby education available to deserving students.

Sincerely,

Director of the Colby Fund

XXX/xxx

May 16, 2011

Mr. John Doe  
123 Sample Street  
Sample, ME 00000

Dear Mr. Doe:

Thank you for your generous contribution to the 2010-11 Colby Fund for Parents, which was made at your suggestion by the Maine Sample Association, and welcome to the President's Club.

Your gift opens doors to new opportunities for intellectual questioning and growth, and to life-changing moments.

In today's world, a liberal arts education is more valuable than ever, and your support ensures that Mayflower Hill continues to be a diverse intellectual and social community for all of its members.

Members of the President's Leadership Society, like you, are dedicated benefactors whose leadership giving allows us to continue to steward academic excellence and to prepare our students to engage with the issues of our times.

Thank you for your commitment to Colby.

Sincerely,

President

XXX/xxx

May 16, 2011

Mr. John Doe  
123 Sample Street  
Sample, ME 00000

Dear John:

Thank you for opening doors to new opportunities for intellectual growth and to life-changing moments through your renewed membership in the President's Leadership Society.

In today's world a liberal arts education is more valuable than ever, and your renewed support at the President's Associates level helps ensure that we will continue to steward academic excellence and to prepare our students to engage with the issues of our times.

Thank you for your commitment to the Bicentennial Challenge and your resounding vote of confidence in your alma mater. Your future gifts will ensure that the doors of discovery remain wide open for students and that Mayflower Hill will continue to be a diverse intellectual and social community.

Thank you for your dedication and support.

Sincerely,

President

XXX/xxx

May 16, 2011

Ms. Jane Sample  
Mr. John Doe  
123 Sample Street  
Sample, ME 00000

Dear Jane and John:

Thank you for opening doors to new opportunities for intellectual growth and to life-changing moments through your membership in the President's Leadership Society.

In today's world a liberal arts education is more valuable than ever, and your renewed support at the President's Club level, **in memory of John Sample**, helps ensure that Mayflower Hill will continue to be a diverse intellectual and social community.

Members of the President's Leadership Society, like you, are dedicated alumni whose leadership giving allows us to continue to steward academic excellence and to prepare our students to engage with the issues of our times.

Thank you for your dedication and commitment to your alma mater.

Sincerely,

President

XXX/xxx

May 16, 2011

Ms. Jane Doe  
123 Sample Street  
Sample, ME 00000

Dear Jane:

Thank you for opening doors to new opportunities for intellectual growth and to life-changing moments through your membership in the President's Leadership Society.

In today's world a liberal arts education is more valuable than ever, and your renewed support at the President's Club level helps ensure that Mayflower Hill will continue to be a diverse intellectual and social community.

Members of the President's Leadership Society, like you, are dedicated alumni whose leadership giving allows us to continue to steward academic excellence and to prepare our students to engage with the issues of our times.

Thank you for your dedication and commitment to your alma mater.

Sincerely,

President

XXX/xxx

May 16, 2011

Mr. John Doe  
Mrs. Jane Doe  
123 Sample Street  
Sample, ME 00000

Dear Mr. and Mrs. Doe:

Thank you for your generous contribution to the 2010-11 Colby Fund, and welcome to the President's Associates. This gift, which was made at your suggestion by the Vermont Community Foundation, will be used for the **Men's Basketball Team**.

Your gift opens doors to new opportunities for intellectual questioning and growth, and to life-changing moments.

In today's world, a liberal arts education is more valuable than ever, and your renewed support ensures that Mayflower Hill continues to be a diverse intellectual and social community for all of its members.

Members of the President's Leadership Society, like you, are dedicated benefactors whose leadership giving allows us to continue to steward academic excellence and to prepare our students to engage with the issues of our times.

Thank you for your commitment to Colby.

Sincerely,

President

XXX/xxx

May 16, 2011

Mr. John Doe  
Ms. Jane Sample  
123 Sample Street  
Sample, ME 00000

Dear Jane and John:

Thank you for your generous contribution to the 2010-11 Colby Fund, which was made at your suggestion by the Maine Sample Association, and welcome to the President's Club.

Your gift opens doors to new opportunities for intellectual questioning and growth, and to life-changing moments.

In today's world, a liberal arts education is more valuable than ever, and your renewed support ensures that Mayflower Hill continues to be a diverse intellectual and social community for all of its members.

Members of the President's Leadership Society, like you, are dedicated benefactors whose leadership giving allows us to continue to steward academic excellence and to prepare our students to engage with the issues of our times.

Thank you for your commitment to Colby.

Sincerely,

William D. Adams  
President

WDA/pls

May 16, 2011

Mr. John Doe  
123 Sample Street  
Sample, ME 00000

Dear John:

Thank you for your recent gift to the 2010-11 Colby Fund, which was made at your suggestion by the Maine Sample Association. Your gift provides critical support for the vital initiatives that create the unique experience that is Colby College.

Your support of the College and your class is greatly appreciated. Over the next several months, we look forward to sharing with you stories of what is made possible by gifts like yours.

With the help of generous donors like you, we are able to make the full power of a Colby education available to deserving students.

Sincerely,

Director of the Colby Fund

XXX/xxx



May 16, 2011

Mr. John Doe  
123 Sample Street  
Sample, ME 00000

Dear John:

Thank you for your generous contribution to the 2010-11 Colby Fund, which was made at your suggestion by the Maine Sample Association, and welcome to the President's Association.

Your gift opens doors to new opportunities for intellectual questioning and growth, and to life-changing moments.

In today's world, a liberal arts education is more valuable than ever, and your support ensures that Mayflower Hill continues to be a diverse intellectual and social community for all of its members.

Members of the President's Leadership Society, like you, are dedicated benefactors whose leadership giving allows us to continue to steward academic excellence and to prepare our students to engage with the issues of our times.

Thank you for your commitment to Colby.

Sincerely,

President

XXX/xxx

May 16, 2011

Mr. and Mrs. John Doe  
123 Sample Street  
Sample, ME 00000

Dear Mr. and Mrs. Doe:

Thank you for your recent gift to Colby. You have once again demonstrated your commitment to Colby students. Your gift places you in the President's Club of the President's Leadership Society and makes a statement about the value of a Colby education.

Collectively, President's Leadership Society members help to achieve the College's larger goals: keeping Colby accessible, building a stronger faculty, and ensuring the relevance of a Colby education in today's world. Your support is also critical to the financial health of the College. It would take an additional \$92,000,000 in endowment to provide financial support equivalent to that which you and other members of the President's Leadership Society provide in annual contributions.

Your vision and support ensure that Colby will continue to open doors to a vast range of possibilities for bright young men and women.

I look forward to seeing you on campus or at an event in your area. Again, many thanks.

Sincerely,

President

XXX/xxx

May 16, 2011

Mr. John Doe  
Mrs. Jane Doe  
123 Sample Street  
Sample, ME 00000

Dear Mr. and Mrs. Doe:

I am pleased to share with you that we have recently received a donation in your honor from:

Ms. Jane Sample '00  
125 Sample Street  
Any Town, ME 00000

Colby Fund gifts provide critical support for the vital initiatives that create the unique experience that is Colby College. We truly appreciate all donations to the Colby Fund, and are tremendously grateful that your connection to the College inspired this meaningful gift.

With the help of generous donors like Jane, we are able to make the full power of a Colby education available to deserving students.

Sincerely,

Director of the Colby Fund

XXX/xxx

Thank you for your generous support for XXX. [If appropriate, insert detail about the individual's personal interest or motivation.] Your gift is absolutely essential to the university, and to the success of XXX Campaign.

Your investment in XXX is a wise one. The university's 47-year record of a balanced budget has positioned us well for an economic reality that will test our creativity as well as our discipline. Despite slowed endowment income and measured tuition growth, we must continue to innovate. If we are to leverage new technologies in teaching and research, we will have to determine which things we do that are no longer critical.

As president of this great institution, I look forward to engaging you and others in the serious discussion about what we value most: providing our faculty and students with the resources they need, preparing our undergraduates for success in the international 21<sup>st</sup> century, and — first and foremost — making a XXX education accessible to all students who are capable of and interested in the intense level of engagement that we offer.

Thank you again for your support. With your help, XXX truly can become the nation's leading liberal arts university.

February 1, 2011

Dear ,

Thank you so much for your recent generous gift. The <<fund name>> provides an incredible opportunity to students at the School of Business, and it is terrific that you have made an investment to continue this program for another year. I am delighted by your continued generosity and leadership!

I hope to have an opportunity to express my thanks to you in person sometime in the coming months. The College is a very exciting place to be these days. So many positive things are happening all across campus. This momentum is due in part to the support and advocacy of leaders such as you.

Best wishes to you and your family. Thanks again for your strong commitment to advancing the <<College>> and the <<school.>>

With admiration,

«Date»

«AddressBlock»

Dear «Salutation»,

I recently learned from «Development Officer» of your gift to the «Fund» . We appreciate you assisting the College with its mission to enrich the lives of our students.

Largely because of you, and others like you, we once again provided academic opportunities and campus enhancements that advanced the <<College>>. Together we will ensure that the <<College>> combines the student focus of a small teaching institution with the breadth of opportunities characteristic of a research university, all in the spectacular setting of <<location.>>

Thank you for all you do for the <<College>>. Thanks especially for what you will continue to do.

With admiration,

January 21, 2009

«AddressBlock»

Dear «Salutation»:

I recently learned of your generous gift of «Dollar Amount» to the <<fund>>. Your support provides the President flexibility to meet both immediate and emerging campus needs. Unrestricted gifts also support scholarships and mission critical programs, while covering the cost of our fundraising activities. We are most appreciative.

Your philanthropy will ensure excellence at the <<College>>, and we are honored to recognize you «Again/Remove, due to first time in Society» in the <<Society>>, our premier annual giving recognition society. It is alumni like you who will advance the <<College>> to the next level, building on its solid reputation.

Thank you for your loyalty to the <<College>> and for your philanthropic leadership.

With very best regards,

«Date»

«Preferred\_Name»  
«Address1»  
«Address2»  
«City», «State» «Zipcode»

Dear «Salutation»,

On behalf of the <<school>> Community, thank you for your generous gift of \$«GiftAmount» to the Annual Giving Fund which we received on «user\_date».

As you requested, we have designated your gift as unrestricted. Unrestricted gifts to the Annual Fund touch every school program, with immediate benefit to our students and faculty. They can be directed where <<school>> has the greatest need, and they also provide the flexibility to respond to unexpected needs.

«Salutation», your gift is an affirmation of our mission and we greatly appreciate your support through this important fund, and your personal commitment to <<school>>. Your continued support of our mission and the efforts of the <<order>> Fathers helps to insure a vibrant Christian learning environment for our students.

Please be assured that you and your family are kept in my prayers and the grateful prayers of the <<order>> Fathers.

Gratefully,

Rev. \_\_\_\_\_  
Headmaster



May 6, 2011

Ms. Jane Doe  
1234 Main Street  
Anytown, NY 12345

Dear Jane:

We want you to know how much we appreciate the [Insert Specific] Endowed Scholarship gift of \$450.00 received 5/6/2011.

In supporting the [Insert Specific] Endowed Scholarship you are assisting current students in achieving their goals of a college education and also helping to provide future D'Youvillians with a similar opportunity. Many capable students ask for extra help to meet their financial responsibilities. Your gift will help us to help them.

Jane, thank you for your kindness.

Sincerely,

Director of Major and Planned Giving

dmr

May 11, 2011

Mrs. Amy Doe  
1234 Main Street  
Anytown, NY 12345

Dear Amy:

Thank you for your kind gift to the 2010-2011 D'Youville College Loyalty Fund, which entitles you to membership in the Century Club.

Your support of D'Youville College allows us to continue the tradition of quality education and personal attention to students that emphasizes social, spiritual and professional development, which is the hallmark of a D'Youville education. Your gift and the gifts of other generous D'Youville alumni and friends do make a difference.

Please accept my personal thanks, along with the gratitude of D'Youville College, for your wonderful vote of confidence in our work and for your ongoing support.

Sincerely,

Director, Annual Giving

dmr

May 17, 2011

Mr. John Doe  
1234 Main Street  
Anytown, NY 12345

Dear John:

Thank you for your generous gift to the 2010-2011 D'Youville College Loyalty fund. Your support has made a difference in keeping D'Youville affordable for deserving students.

I want to assure you of my gratitude and to let you know that you have a daily remembrance in my prayers.

Sincerely,

President

dmr

May 9, 2011

Mr. John Doe  
1234 Main Street  
Anytown, NY 12345

Dear John:

Thank you for your gift to the 2010-2011 D'Youville College Loyalty Fund, which entitles you to membership in the Marguerite d'Youville Society.

Your support of D'Youville College allows us to continue the tradition of quality education and personal attention to students that emphasizes social, spiritual and professional development, which is the hallmark of a D'Youville education. Your gift and the gifts of other generous D'Youville alumni and friends do make a difference.

Please accept my personal thanks, along with the gratitude of D'Youville College, for your wonderful vote of confidence in our work and for your ongoing support.

Sincerely,

Vice President, Institutional Advancement

dmr

SOM DEAN'S GENERAL/UNRESTRICTED LETTER – FY 2011

Date

Name

Address

Address

City, State, Zip

Dear Name:

Thank you for your gift to \_\_\_\_\_. We value the generosity and foresight that your gift represents.

Unrestricted gifts provide resources to meet unexpected needs that inevitably arise in the course of the year as we strive to provide exceptional care for our patients, make new research breakthroughs, and offer our students the highest quality medical education. These gifts can also serve as the seed funding for pioneering research that will help us establish a track record of initial success and garner further funding from established sources. Without gifts such as yours, novel and promising initiatives might go without critical funding.

In short, your gift is an investment in both the present and future of Emory School of Medicine and in our faculty, researchers, and students. We thank you for your generous support and for your faith that we will use the funding wisely.

Sincerely,

Thomas J. Lawley, MD  
Dean

TJL:cj

c: Dr. John A. Doe, Professor and Chair, Department of XXXX  
Jane Doe, Title

SOM DEAN'S SCHOLARSHIP LETTER – FY 2011

Date

Name

Address

Address

City, State, Zip

Dear Name:

Thank you for your gift to the \_\_\_\_\_ Scholarship Fund at Emory School of Medicine. Your valued support will help us educate some of the nation's most outstanding doctors—physicians who will provide compassionate, leading-edge care, and who will keep abreast of rapidly emerging developments in medicine.

As ever-evolving science and technology facilitate new discoveries about disease, prevention, and treatment in unprecedented ways, our graduates must be lifelong learners. That course begins here. Your support will help us teach our students to stay on that course throughout their careers.

Our overarching mission is to create engaged, committed, and humane caregivers. We are grateful that you expressed your confidence in the future of Emory School of Medicine and our students in such a meaningful way.

Sincerely,

Thomas J. Lawley, MD  
Dean

TJL:cj

c: Rachel Donnelly, Director of Alumni Development

SOM DEAN'S ACKNOWLEDGMENT LETTER (FACULTY/FRIENDS) – FY2011

Date

Name

Address

Address

City, State, Zip

Dear Name:

Thank you for your recent gift to Emory School of Medicine for \_\_\_\_\_. When we receive support such as this from someone (people) who truly knows (know) the school, we are not only grateful, but also greatly encouraged to learn that you support our mission in academic medicine in such a personal way.

With the help of such philanthropic investments in health and healing, we fully expect to meet the ambitious goal which we have set for ourselves in the School of Medicine's campaign, part of the comprehensive Campaign Emory now under way. The ultimate beneficiaries of this campaign will be our students and the patients we serve.

Again, thank you for your gift and for your invaluable support of our mutual mission in academic medicine.

Sincerely,

Thomas J. Lawley, M.D.  
Dean

TJL:cj

c: Dr. John A. Doe, Professor and Chair, Department of XXXX  
Jane Doe, Title

May 23, 2011

«pref\_mail\_name»  
«spouse\_name»  
«care\_of»  
«street1»  
«street2»  
«street3»  
«foreign\_cityzip»  
«city», «state\_code» «zipcode»

Dear «default\_sal»:

Thank you for your gift in support of the James T. Laney School of Graduate Studies.

As a contributor to graduate education, you know just how important our work is – to maintaining the innovation and progress needed for a strong economy, to developing the expertise required to address the complex issues facing our society, to preventing and curing diseases and conditions that threaten the quality of many lives, and to deepening our understanding of humanity in ourselves and in others.

At Emory, we are proud to promote graduate education that directly engages important issues of great public concern. Our new Master's in Development Practice Program trains a new generation of development professionals who will work nationally and internationally. Our Translational Science certificate teaches laboratory scientists about translating their research into treatments that will benefit human health. Our Digital Scholarship and Media Studies helps scholars understand and employ new digital media to greatest effect.

Your support is central to these important endeavors. It helps us provide opportunities and support projects that allow our graduate students and their mentors to come together in a vibrant intellectual community, held together by commitments to the highest standards of intellectual rigor. It also supports our efforts to continue Emory University's tradition of cultivating the passion and the courage needed to take on the demanding and controversial problems that are at the center of promoting the public and global good.

We are grateful for your gift, and for the confidence in our work reflected in your decision to give to the Laney Graduate School. With heart and mind, we thank you.

Sincerely,

Lisa A. Tedesco, PhD  
Vice Provost for Academic Affairs -- Graduate Studies  
Dean, James T. Laney School of Graduate Studies



May 23, 2011

«pref\_mail\_name»  
«spouse\_name»  
«care\_of»  
«street1»  
«street2»  
«street3»  
«foreign\_cityzip»  
«city», «state\_code» «zipcode»

Dear «default\_sal»:

Thank you for your gift of «gift\_amount» to the «alloc\_name». Your gift supports community outreach and leadership development among our students as they develop scholarly skills and values that will transform them into socially conscious leaders.

The Division of Campus Life produces leaders who are challenged to engage the public, address societal issues, and master the skills and attributes of critical thinkers. Emory offers all these things, along with lasting friendships and unlimited opportunities to serve the community.

The unforgettable experiences you support build character and shape career choices. Campus Life makes all of these pursuits possible. With your gift you are helping students accomplish their academic goals while providing them with a forum to diversify and explore other interests, aided by our world-class faculty, state-of-the-art facilities, and endless opportunities.

Warmest regards,

John L. Ford, PhD  
Senior Vice President  
Division of Campus Life

Dear \_\_,

Paragraph 1 (see below)

This Spring Term, I am spending several hours a week back in the Harkness classroom, teaching math to preps. It's a joy to witness their energy as they rise to new challenges and hone the habits of mind that will serve them throughout their lives.

A great reward of being principal is to see students seizing so many opportunities to shape their futures. Recently, our 60-member Concert Choir and Chamber Orchestra returned from Québec, where they performed for hundreds of listeners in three venues. Another group led technology and social media teach-ins for faculty and staff.

Final paragraph (see below)

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Reunion support

- Paragraph 1 – Thank you for your generous support of Exeter in honor of your class's \_\_th reunion.
- Final paragraph – Gifts like yours are instrumental to our ability to provide our students with extraordinary experiences. I am most grateful for all of the contributions you make to Exeter.

Faculty support

- Paragraph 1 – Thank you for your generous gift to Exeter, which will help sustain our committed and talented faculty.
- Final paragraph – Gifts like yours are instrumental to our ability to provide our students with extraordinary experiences. I am most grateful for all of the contributions you make to Exeter.

Financial aid

- Paragraph 1 - Thank you for your generous support of scholarships at Exeter. Your gift will advance the Academy's mission to educate qualified students "from every quarter."
- Final paragraph - Philanthropic support for financial aid is instrumental to our ability to provide extraordinary experiences to students from a broad range of backgrounds. I am most grateful for all of the contributions you make to Exeter.

Annual fund

- Paragraph 1 - Thank you for your generous support of Exeter and your gift to this year's Annual Giving Fund.
- Final paragraph 2 - Gifts like yours to the Annual Giving Fund are instrumental to our ability to provide our students with extraordinary experiences. I am most grateful for all of the contributions you make to Exeter.

Annual Fund/General Giving Template for Alumni and Parents

[DATE]

[NAME]

[ADDRESS]

[CITY, STATE ZIP]

Dear [SALUTATION],

Students, faculty, alumni, parents – these are the faces of the Fairfield community.

The relationships formed during one's time on the Fairfield University campus serve as the compass for one's direction throughout life. Fairfield is known as a place of academic rigor, a place which helps form men and women for others, and a place which encourages and celebrates friendship, mentoring, conversation and exploration. As members of this special community, we all understand there is no rival to what we provide and we are grateful for the special gift we have been given.

Your gift of \$[AMOUNT] is just one indication of your support of the valuable work accomplished day in and day out at Fairfield University. On behalf of all of us, and especially those students who are just joining this very special community, I thank you.

Sincerely,

Jeffrey P. von Arx, S.J.  
President

JvA/ban

## Athletics Template

DATE

NAME  
ADDRESS  
CITY, ST ZIP

Dear SALUTATION,

Please accept our appreciation for your gift of \$AMT to DESIGNATION. We are so grateful for your support of Fairfield University and our student-athletes.

Your contribution demonstrates that you understand the important role that a strong athletics program plays in the lives of our students. Being part of a team deepens their sense of dedication, leadership, and community, and helps form relationships that will last far beyond their years on campus. Having access to the resources needed to train and compete is a necessary part of any athletics program, and your gift has helped make this possible.

The Fairfield University Athletics Department is appreciative of your support, interest and commitment, especially with respect to NCAA regulations. In continuing to uphold the highest standard of compliance and ethical conduct, I ask you to visit [www.fairfield.edu/ath\\_ncaa.html](http://www.fairfield.edu/ath_ncaa.html). There you will find an explanation of the rules that govern your interaction with current and future student-athletes. As always, if you have any questions about the NCAA guidelines for your role as a Stag supporter, please call the Athletics Department.

From all of us at Fairfield University, especially the students who directly benefit from your generosity, we thank you. Go Stags!

Sincerely,

Eugene Doris  
Director of Athletics

COACH NAME  
COACH TITLE

Annual Fund/General Giving for Friends of the University

[DATE]

[NAME]

[ADDRESS]

[CITY, STATE ZIP]

Dear [SALUTATION],

When one thinks of a university community, it is naturally the students and faculty that might first come to mind. While those who walk this campus every day do play an important role in making Fairfield University such a vibrant institution, as a friend of Fairfield you are also an extremely valued member of our community.

Over the past few decades, the University has become well known for the value it provides to the surrounding area. From renowned speakers, artists, and musicians at the Quick Center, to family-friendly athletic events, to the volunteer work our students perform in neighboring towns, we are proud to have much to offer to our friends.

I know that many of these activities would not be possible without proper funding. This is why I am so grateful for your gift of \$[AMOUNT] to Fairfield University. Your generosity speaks to your support of not only our students, but the Fairfield community at large, and for this I thank you.

Sincerely,

Jeffrey P. von Arx, S.J.  
President

JvA/ban

Template for Faculty/Staff gifts

[DATE]

[NAME]

[ADDRESS]

[CITY, STATE ZIP]

Dear [SALUTATION],

When one thinks of a university community, it is naturally the students, faculty, and staff that might first come to mind. Those who walk this campus every day play an important role in making Fairfield University such a vibrant institution, and as a friend of Fairfield you are an extremely valued member of our community.

Since its establishment, the University has truly grown into an institution of which we can all be proud. The work that you do, day in and day out, has a tremendous function in making Fairfield such a successful and well-regarded organization, and I am extremely grateful for all that you do.

I am also thankful for your gift of \$[AMOUNT] to Fairfield University. Your generosity speaks to your support of not only our students and your colleagues, but the Fairfield community at large, and for this I thank you.

Sincerely,

Jeffrey P. von Arx, S.J.  
President

JvA/jlc

[ADDRESS]

Dear [NAME],

On behalf of the [INSTITUTION] and the [INSTITUTION] community, we are honored to receive your gift of [insert description of asset]. For many years to come, your gift will help support students at [INSTITUTION] pursue a career in a noble profession.

Your gift will be accounted for in the [INSTITUTION] financial records as a separate fund and be held to fund specially named scholarship(s) in honor of [NAME]. The income earned from the scholarship fund annually will be used to fund one or more specially named scholarships for students attending [INSTITUTION].

With your generous gift, you and your family are playing a vital role in advancing the [INSTITUTION'S] mission to be a leader in *[effective student-outcome centered education, educating a diverse student body, and developing each student's commitment to excellence in personal and professional leadership - INSERT YOUR INSTITUTION'S MISSION PILLARS HERE]*.

Sincerely,

Dean and President

## **Scholarships**

It is with great sincerity that I thank you for your recent gift to the *xxxxxx fund*.

Among the very real issues confronting us in the current economic climate is the need to provide financial support to deserving students. As you know, the financial hurdles facing many of our students are often every bit as imposing as the academic ones. Scholarships help make it possible for recipients to put financial concerns aside and concentrate more fully on academic and extra-curricular pursuits. I am eager to see what these fine young people, with your help, will achieve.

Our mission to educate students to be future leaders is more vital than ever. Your scholarship gift will leave a lasting legacy that will make a difference in the lives of our students for generations to come. Thank you again for your generous support of xxxxx fund.

## **Matching Gift**

Utilization of the matching gift program at xxxx is a wonderful way to increase the ability of your gift, and we appreciate your generosity and foresight. I hope you take great pride in knowing that your contribution plays a vital role in the future of our students and programs.

## **Alumni**

Much of the university's success is a result of the support of our alumni community, whose collective generosity has helped launch new programs, leverage grant funding and enhance the research and learning environment on our campuses. As a member of the xxx family, you are a part of our history. Your achievements are a source of pride to us, bringing recognition to your alma mater. You are also a part of our future. Your support of the university will enable us to continue to create opportunities for current and future students, and enable them to follow in your footsteps.

## **Athletics**

Proceeds from the Athletics golf tournament benefit our student-athletes in the form of scholarship support. We greatly appreciate your participation as we endeavor to expand the funding offered to our talented and deserving students. The university's future is brighter because of these remarkable students and because of the generous support of friends like you.

Thank you once again for your generosity, and for everything you do to make the Athletics program at FAU a success.

## **Business**

The effective operation of a University that is dedicated to providing a high-quality and well-rounded education requires a delicate balance of priorities and funds. Your gift is especially significant, not only because you are a loyal donor, but because it reflects your belief in our



business programs and provides valuable resources that our students need to reach their academic goals.

Your continued support is truly appreciated as it helps to ensure our long-term success, and our ability to provide the best educational opportunities to the next generation of leaders. Thank you for all that you do to make our University a success.

### **Education**

Providing students with access to superior educational opportunities is the greatest legacy that one generation can leave to another. The success we have achieved, and will continue to achieve, is a direct result of your personal involvement and dedication to the future of xxx. Your decision to support the xxx is most appreciated as the program seeks to recruit, prepare and retain quality educators for Florida schools.

### **Engineering**

Support from friends like you is crucial to ensure that FAU remains a leader in higher education, and that our students are prepared to face the challenge of a changing world. Your gift provides strength and stability to the College of Engineering and Computer Science by allowing the dean to meet the highest priority needs and respond to unforeseen opportunities. Your gift is a vote of confidence in our mission and the future success of tomorrow's engineers.

### **GIK**

Your decision to support the Police Department through in-kind donations is a powerful vote of confidence in the work being done there. You can feel confident in knowing that your generosity will assist our officers in continuing to carry out their mission and commitment to the safety and security of the community.

### **Continuing Education/Lifelong Learning**

The lifelong learning program enriches the lives of mature students by offering non-credit, university-level courses taught by the university's distinguished faculty and guest lecturers. The thoughtful generosity of friends like you allows the program to continue its efforts and flourish as one of the nation's largest university-based lifelong learning programs.

April 25, 2011

Mr. ~~Christopher Krammer~~John Smith  
Vice President  
~~150 Americas Center~~American Products, LLC  
~~2700 11111~~ South ~~Nelson Virginia~~ Street  
~~Arlington~~Miami, ~~VA~~FL ~~22206~~33199

Dear Mr. ~~Krammer~~Smith,

It is my pleasure to acknowledge American Products, LLC's ~~150 Americas Center, LLC's~~ gift of \$28,000 to benefit the [College of Arts and Sciences/ School/ Program] at Florida International University (FIU). Thank you for making a difference at FIU!

~~As requested, \$14,000 will be allocated to the College of Arts and Sciences, \$7,000 to the School of International and Public Affairs, and \$7,000 to the Metropolitan Center.~~

Your support is highly valued and signals a strong commitment to the future of the South Florida community we serve. Your generosity will advance FIU's efforts to educate the future leaders of our region, providing the knowledge and skills needed to succeed in a global market.

Thanks to the support of our benefactors, FIU is achieving its vision of becoming a leading student-centered urban public research university that is *locally* and *globally* engaged. We are thankful for your continued support of FIU and our efforts to be *Worlds Ahead*.

Sincerely,

Howard R. Lipman  
Senior Vice President, University Advancement  
President & CEO, The FIU Foundation, Inc.

CC. ~~[Kenneth Furton, Dean, College of Arts & Sciences  
—Robert Callahan, Assistant Dean, College of Arts & Sciences~~Corresponding  
Dean, Department Chair, Development Officer]

May 10, 2011

«Gf\_CnAdrSal\_Addressee»

«Gf\_CnAdrPrf\_Addrline1»

«Gf\_CnAdrPrf\_Addrline2»

«Gf\_CnAdrPrf\_City», «Gf\_CnAdrPrf\_State» «Gf\_CnAdrPrf\_ZIP»

Dear «Gf\_CnAdrSal\_Salutation»,

Thank you for your generous gift of «Gf\_Amount» to the 2010-2011 Annual Fund for the French American International School and International High School, received on «Gf\_Date».

The success of the Annual Fund plays an integral part in making program and material improvements possible. On behalf of our students, faculty, staff and Board of Trustees, I thank you most warmly for your support.

Sincerely,

Polly Lyman

Director of Advancement

April 21, 2011

«MAIL\_NAME1»  
«PREF\_STREET1»  
«PREF\_STREET2»  
«PREF\_STREET3»  
«PREF\_CITY», «PREF\_STATE\_CODE» «PREF\_ZIPCODE»  
«PREF\_FOREIGN\_CITYZIP» «PREF\_COUNTRY\_CODE»

Dear «PREF\_MAIL\_NAME1»:

Thank you for including The George Washington University in your estate plans and  
<<becoming a member of the Heritage Society/renewing your Heritage Society membership>>.

We are incredibly grateful for gifts such as yours, because we understand the meaningful and very personal nature of a decision related to estate plans. Your gift will assist us in providing for the long-term health and vitality of the school and will allow us to continue to attend to our core missions of recruiting top faculty and expanding the scope of our research initiatives.

Thank you for your support of George Washington. Your gift will serve as a lasting legacy for generations to come.

Sincerely,

Michael J. Morsberger

April 25, 2011

«PREF\_MAIL\_NAME»

«PREF\_STREET1»

«PREF\_STREET2»

«PREF\_CITY», «PREF\_STATE\_CODE» «PREF\_ZIPCODE»

«PREF\_FOREIGN\_CITYZIP» «PREF\_COUNTRY\_CODE»

Dear «PREF\_MAIL\_NAME1»:

Thank you for your «TRANSACTION\_TYPE» to «ALLOCATION\_NAME1». I am pleased to thank you personally and share with you how much it means to have you as a part of The George Washington University family.

We appreciate your support, which allows the University to honor and strengthen its core values of increasing student aid, encouraging public service, modeling sustainability and positioning as a leading research institution. The quality experiences we offer our students would not be possible without the steadfast support of our alumni and friends who share in these values. The University is most grateful for your support.

Thank you again for your support and I am most grateful to count you among this community of our most generous benefactors. I hope you take great pride in knowing that your commitment plays a vital role in the future of GW.

Sincerely,

Michael J. Morsberger

April 25, 2011

«PREF\_MAIL\_NAME»

«PREF\_STREET1»

«PREF\_STREET2»

«PREF\_STREET3»

«PREF\_CITY», «PREF\_STATE\_CODE» «PREF\_ZIPCODE»

«PREF\_FOREIGN\_CITYZIP» «PREF\_COUNTRY\_CODE»

Dear «PREF\_MAIL\_NAME1»:

Thank you for your recent «TRANSACTION\_TYPE» to the «ALLOCATION\_NAME1». We are grateful for your sustained and generous support. Your continued philanthropic leadership as a member of the «AFFILIATION» is much appreciated by all of us at George Washington.

<Specifics on designation>

Thank you for your vision and commitment to our common work.

Sincerely,

Michael J. Morsberger

April 25, 2011

«PREF\_MAIL\_NAME»  
«PREF\_STREET1»  
«PREF\_STREET2»  
«PREF\_STREET3»  
«PREF\_CITY», «PREF\_STATE\_CODE» «PREF\_ZIPCODE»  
«PREF\_FOREIGN\_CITYZIP» «PREF\_COUNTRY\_CODE»

Dear «FIRST\_NAME»:

Thank you for your recent «TRANSACTION\_TYPE» to «ALLOCATION\_NAME1». Your financial support sends an important message to others about your loyalty to GW and your confidence in the institution's progress.

As a George Washington <<dean/faculty member>>, you know firsthand the impact private gifts make on the educational environment we are able to offer our students. From enhancing teaching in the classrooms and improving equipment in the labs to bringing world-renowned scientists, writers, and leaders to campus, your dedication to our collective success is what sets us apart and makes GW a truly special institution.

You contribute much to the University through the work you do. I am honored to work with you in moving GW forward.

Sincerely,

Michael J. Morsberger

April 12, 2011

«PREF\_MAIL\_NAME»  
«PREF\_STREET1»  
«PREF\_STREET2»  
«PREF\_STREET3»  
«PREF\_CITY», «PREF\_STATE\_CODE» «PREF\_ZIPCODE»  
«PREF\_FOREIGN\_CITYZIP» «PREF\_COUNTRY\_CODE»

Dear «FIRST\_NAME»:

I am pleased to thank you for your «TRANSACTION\_TYPE» to the  
«ALLOCATION\_NAME1».

It is through your commitment and dedication as a «AFFILIATION» that we are able to continue to provide a George Washington education that is accessible, encourage public service, model sustainability, and enhance research initiatives. Your support makes The George Washington University what it is today: a place where our students and faculty have the unparalleled opportunity to study and work alongside leaders and practitioners in every discipline, to take part in the interchanges that shape our community and the world.

I send my personal greetings and thanks for your vision and commitment to our common work.

«FIRST\_NAME», I appreciate your extraordinary involvement with the University, and I look forward to working with you throughout this year to meet our challenges and build on our successes.

Sincerely,

Michael J. Morsberger



May 23, 2011

Mr. John Doe  
Street Address  
City, State, Zip Code

Dear Mr. Doe:

I am writing to express my personal appreciation for your recent gift to the Georgia Southern University Foundation. Now, more than ever, the support of friends and alumni like you helps us to continue our tradition of providing an outstanding education to our students.

Georgia Southern is an amazing place at an exceptional time in its history. More students than ever expressed an interest and applied to the University this year, and we have experienced an all-time record enrollment of nearly 20,000 students. Additionally, our academic programs are growing as well. For the first time, the University is offering a Ph.D. program, in Logistics/Supply Chain Management, and in January 2011, students will have the opportunity to earn a Bachelor of General Studies degree completely online.

Research opportunities at Georgia Southern continue to expand with the opening of our new state-of-the-art Public Health Core Research Lab as well as advancements in technology at the world's first International VMWare IT Academy Center located in the Southeast's only College of Information Technology.

The University's development continues because of your generosity and support of Georgia Southern. On behalf of the entire University community, thank you for your generous contribution.

Sincerely,

William I. Griffis  
President

*Your gift of \$500.00 was processed on May 3, 2011, and was designated to:*

*Greater University Fund                      \$500.00*

*For tax purposes, this letter will serve as your receipt. Georgia Southern University provided no goods or services, in whole or in part, in consideration of this contribution.*

May 23, 2011

Mr. Jone Doe  
Street Address  
City, State, Zip Code

Dear Mr. Doe:

Please accept my sincere appreciation for your recent contribution to the Georgia Southern University Foundation. Your support of programs such as the Georgia Southern Alumni Association, Phonathon campaigns as well as other membership programs plays a vital part in the University's continued growth and development through research opportunities, facility expansion and new curriculum.

On behalf of the entire University community, thank you for your generous contribution and your investment in the future of Georgia Southern. Now, more than ever, the support of friends and alumni like you helps us continue our commitment to educational excellence.

If you have any questions about any of these programs or other areas of our Foundation, please do not hesitate to contact me.

Sincerely,

Jodi R. Collins, CPA  
Director of Accounting

***Your gift of \$100.00 was processed on April 29, 2011 and was designated to:***

<b><i>Friends of the Garden</i></b>	<b><i>\$100.00</i></b>
-------------------------------------	------------------------

***For tax purposes, this letter will serve as your receipt. Georgia Southern University provided no goods or services, in whole or in part, in consideration of this contribution.***

November 18, 2010

Dear xxxxx:

Thank you for your participation in the 2010-2011 Annual Campus Campaign. I hope you are aware of the impact your donation has on Gordon College.

Your gift plays a vital role in meeting the increasing needs of our college. We are able to offer many programs and activities additional assistance and support. Through your commitment and generosity we are able to offer our students an exceptional college experience.

It is reassuring to know that we can count on you as we face the many challenges ahead. I am confident of Gordon's continued growth and success.

Again, thank you for supporting Gordon College!

Sincerely,

President

---

### **Gordon College Foundation Gift Receipt**

Name/Address

Gift Amount - \$100.00

Date -

*(No goods or services were provided in exchange for this gift.)*

**Letter A 1** (AF Letters signed by Mary for initial gift commitment of any value)

( ) = insert copy that will vary

Mr. and Mrs. Donor Smith  
xyz address  
City, State zip

Dear Mr. and Mrs. Donor:

Thank you very much for your investment of (\$5000) in Hampton Roads Academy's Annual Fund First Campaign to support the Points of the Compass Funds. Your investment has been designated for the (Area of Greatest Need Fund).

Your support also will be recognized in the (Blah Blah) Club, (Headmaster's Council).

Again, thank you for the confidence in Hampton Roads Academy that this gift represents.

Sincerely,

Mary P. Blalock  
Director of Annual Giving

**Letter A 2** (AF Letters signed by Mary for initial pledge commitment of any value)

( ) = insert copy that will vary

Mr. and Mrs. Donor Smith  
xyz address  
City, State zip

Dear Mr. and Mrs. Donor:

Thank you very much for your investment of (\$5000) in Hampton Roads Academy's Annual Fund First Campaign to support the Points of the Compass Funds. Your investment has been designated for the (Area of Greatest Need Fund).

Your support also will be recognized in the (Blah Blah) Club, (Headmaster's Council).

Again, thank you for the confidence in Hampton Roads Academy that this gift represents.

Sincerely,

Mary P. Blalock  
Director of Annual Giving

Amount of Pledge	\$_____
Amount Paid	\$_____
Next installment due on ( )	\$_____
Balance to be paid before June 30, 2011	\$_____

**Letter B**

(Letter to acknowledge pledge payment – partial or final)

Dear Mr. and Mrs. Donor

Thank you for your recent pledge payment of (\$ amount) toward your commitment to the 2010-2011 Annual Fund First Campaign! Your investment helps to support current operations at Hampton Roads Academy.

We have summarized the status of your pledge below. Please feel free to call me with any questions at 757-884-9135 or email me at [mblalo@hra.org](mailto:mblalo@hra.org).

Sincerely,

Mary Blalock  
Director of Annual Giving

Amount of Gift /Pledge	\$_____
Amount Paid	\$_____
Next installment due on ( )	\$_____
Balance to be paid before June 30, 2011	\$_____

**Letter C**

(Tom's thank you letter to all annual fund donors – gifts and pledges)

Dear Donor:

Hampton Roads Academy students enjoy one of the best educational opportunities available. You have made this possible through your unfailing generosity.

Your investment in Hampton Roads Academy, combined with the gifts of others, has allowed HRA to continue to offer one of the best educations in an environment characterized by superb faculty, gifted students of character, small classes, meaningful student-faculty interaction and a distinct emphasis on core values of honesty, respect and responsibility.

(On behalf of a grateful Academy) – *omit for Faculty/Staff version*, please accept my sincere appreciation.

For HRA,

Tom Harvey

**Letter D**

(Letter from Mary to acknowledge Faculty Gifts and Pledges)

Dear Faculty/Staff Donor:

We are excited to receive your commitment of (amount of gift or pledge) to support the Annual Fund First Campaign. Your gift, combined with the gifts of others, will support the current operations of the Academy.

*(You have selected payroll deduction to fulfill your pledge. Beginning (insert date), (\$ Insert amount) will be deducted from your paycheck through (insert end of the fiscal year or specific date). Your gift has been designated toward the (insert fund name).*

In addition, your support will be recognized in the *(name of club, Headmaster's Council)*.

Thank you for your confidence in Hampton Roads Academy and for all you do every day.

Sincerely,

MB

**Letter E** (Matching Gift Acknowledgement)

Dear (Donor Matching Company):

Thank you for your gift of (\$amount) to match the generosity of (name of donor) to support the Annual Fund First Campaign at Hampton Roads Academy.

Your support of our school and your employee(s) is an important partnership that provides much - needed funding for Hampton Roads Academy's current operations.

We are grateful for the investment you are making in our school and in our community.

Sincerely,

MB

**Letter F** (Thank you letter from Mary to employee of Matching Gift Company)

Dear Employee of Matching Gift Company:

Hampton Roads Academy has received a matching gift contribution of (amount) from (Matching gift company). We are grateful for the extra time and effort you made to increase your gift to Hampton Roads Academy by applying for matching funds.

Again, thank you for remembering Hampton Roads Academy in your employer's matching gifts program.

Sincerely,

MB

**Letter G** (Honor Memorial)

Dear (Honor Memorial)

Thank you for your gift of ( ) in memory/ honor of ( ). Your generous support, combined with the gifts of many others, has an important impact on every aspect of the student experience at Hampton Roads Academy.

We appreciate your thoughtfulness in choosing Hampton Roads Academy as the beneficiary of your gift. A card has been mailed to ( ) acknowledging your gift in memory /or in honor of ( ).

Again, thank you for your support and confidence in Hampton Roads Academy.

Sincerely,

MB

**Non-AF Reunion – gifts under \$25K from alumni in a reunion year who give to funds other than the Alumni Fund**

<<Date>>

<<mail name 1>>

<<address line 1>>

<<address line 2>>

<<address line 3>>

Dear <<salutation>>,

Thank you for your <<**gift type**>> of <<amount>> to the <<**fund name**>> at Harvard Medical School, given in honor of your reunion.

The generous contributions of our alumni ensure that our future upholds the School's longstanding tradition of excellence in medical education and research. [**Custom text**, depending on gift designation – see below.]

[**Custom text:** As a 2011 Dean's Council member, you bring a steadfast dedication to our efforts, which is truly appreciated.]

Your professional and philanthropic leadership remains vital to the medical school's standing as a national and global leader. On behalf of the Harvard Medical School community, thank you for your generosity and for carrying on the tradition of alumni commitment.

Sincerely,

Susan E. Rapple  
Dean, Resource Development

**CUSTOM TEXT**

**Medical education/scholarships:** Through your commitment, you are making a difference in our ability to provide sustaining support through scholarships and financial aid to more than eighty percent of our students with financial need.

**Lectures:** Through your commitment, you are fostering the exchange of ideas fundamental to advances in research and education.

**Prizes:** Through your commitment, you are enabling us to honor the outstanding students, teachers, and researchers whose critical efforts pave the way for better health around the globe.

**Fellowships:** Through your commitment, you are providing critical research opportunities which will expand our understanding of disease and pave the way for better health around the globe.

**Teaching:** Through your commitment, you are making a difference in our ability to offer a challenging curriculum taught by a distinguished faculty of clinicians and researchers.

**Research:** Through your commitment, you are making a difference in our ability to advance understanding into the complexities of disease and to create new therapies.

**Other (purpose code not otherwise defined):** Your commitment enables us to continue to improve our ability to understand and treat disease.

*You will receive an official tax receipt from the Harvard University Recording Secretary.*

*If you have any questions about your gift, please contact the Office of Resource Development at 617-384-8500.*



**Alumni Fund – gifts to the Alumni Funder under \$25k**

<<Date>>

<<mail name 1>>

<<address line 1>>

<<address line 2>>

<<address line 3>>

Dear <<salutation>>,

Thank you for your <<**gift type**>> of <<amount>> to the Harvard Medical School Alumni Fund.

The generosity of alumni has been a cornerstone of Harvard Medical School's success throughout our history. Each year, alumni like you help to make an education possible for deserving students devoted to making an impact on medicine. [**Custom text:** As a 2011 Dean's Council member, you bring a steadfast dedication to our efforts, which is truly appreciated.]

Scholarship support is one of the School's top priorities. Dean Jeffrey S. Flier has reaffirmed his commitment to allocating 100% of Alumni Fund gifts for scholarships and financial aid. With eight out of ten HMS students dependent on such assistance for their education, your support is critical. It provides immediate aid that allows students to take full advantage of the world-class education and experiences that have been the standard at Harvard Medical School.

Thank you for your generosity and for carrying on the tradition of alumni commitment.

Sincerely,

Mark S. Hughes, M.D. '86  
Chair, HMS Alumni Fund

*You will receive an official tax receipt from the Harvard University Recording Secretary.*

*If you have any questions about your gift, please contact the Office of Resource Development at 617-384-8500.*

**Alumni Fund Reunion – gifts from alumni in a reunion year under \$25K**

<<Date>>

<<mail name 1>>

<<address line 1>>

<<address line 2>>

<<address line 3>>

Dear <<salutation>>,

Thank you for your <<**gift type**>> of <<amount>> to the Harvard Medical School Alumni Fund in honor of your reunion.

You and your fellow members of the Class of <<affil year>> are making an immediate impact on the lives of current students through your support for scholarships. The generosity of your reunion class sets a wonderful example for your fellow alumni and for the future graduates of Harvard Medical School. [**Custom text:** As a 2011 Dean's Council member, you bring a steadfast dedication to our efforts, which is truly appreciated.]

Scholarship support is one of the School's top priorities. Dean Jeffrey S. Flier has reaffirmed his commitment to allocating 100% of Alumni Fund gifts for scholarships and financial aid. With eight out of ten HMS students dependent on such assistance for their education, your support is critical. Reunion classes like yours are helping to uphold the tradition of excellence at Harvard Medical School by ensuring that the most brilliant and promising students are able to attend, regardless of their economic circumstances.

Thank you for your generosity and loyalty to Harvard Medical School.

Sincerely,

Mark S. Hughes, M.D. '86  
Chair, HMS Alumni Fund

*You will receive an official tax receipt from the Harvard University Recording Secretary.*

*If you have any questions about your gift, please contact the Office of Resource Development at 617-384-8500.*

**AID – Gifts to Financial Aid Funds under \$25K from alumni or friends**

<<Date>>

<<mail name 1>>

<<address line 1>>

<<address line 2>>

<<address line 3>>

Dear <<salutation>>,

Thank you for your <<**gift type**>> of <<amount>> to the <<fund name>> at Harvard Medical School.

<<**Alumni/Friends**>> like you help to make an HMS education possible for the more than 80% of our current students who rely on scholarships and financial aid during their four-year curriculum. Your commitment plays a critical role in our ability to sustain a need-blind admissions policy, which ensures that the best students come to Harvard Medical School regardless of their financial circumstances. [**Custom text:** As a 2011 Dean's Council member, you bring a steadfast dedication to our efforts, which is truly appreciated.]

Harvard Medical School is committed to alleviating human suffering caused by disease. Thank you for helping us to fulfill this mission by supporting the next generation of extraordinary medical leaders.

Sincerely,

Susan E. Rapple  
Dean for Resource Development

*You will receive an official tax receipt from the Harvard University Recording Secretary.*

*If you have any questions about your gift, please contact the Office of Resource Development at 617-384-8500.*

## Friends – gifts to the Friends of Harvard Medicine Fund

<<Date>>

<<mail name1>>

<<address line 1>>

<<address line 2>>

<<address line 3>>

Dear <<salutation>>,

Thank you for your <<**gift type**>> of <<amount>> to Harvard Medical School.

Each year, we are honored by friends like you who make gifts to help us sustain our tradition of excellence in medical education and groundbreaking research. Your decision to support the Friends of Harvard Medicine Fund makes you an important part of this process and the life-changing work happening on our campus. **Custom text:** As a 2011 Dean's Council member, you bring a steadfast dedication to our efforts, which is truly appreciated. **End.**

We strive to create and nurture a diverse community of the best people committed to leadership in alleviating human suffering caused by disease. On behalf of the Harvard Medical School community, thank you for joining us in fulfilling this mission.

Sincerely,

Susan E. Rapple  
Dean, Resource Development

*You will receive an official tax receipt from the Harvard University Recording Secretary.*

*If you have any questions about your gift, please contact the Office of Resource Development at 617-384-8500.*

**IHO – gifts in honor of someone, any fund except Alumni Fund**

<<Date>>

<<mail name 1>>  
<<address line 1>>  
<<address line 2>>  
<<address line 3>>  
<<address line 4>>

Dear <<salutation>>,

Thank you for your thoughtful <<gift type>> of <<amount>> to Harvard Medical School, given in honor of <<honor donor name>>.

Your support of the <<fund name >> is a wonderful tribute. The generosity of <<alumni/friends>> like you makes a difference in our ability [**custom text, see below**].

On behalf of the Harvard Medical School community, thank you for your generosity and commitment.

Sincerely,

Susan E. Rapple  
Dean, Resource Development

**CUSTOM TEXT:**

**Medical education/scholarships:** *The generosity of alumni/friends like you makes a difference in our ability to provide sustaining support through scholarships and financial aid to the more than eighty percent of our students with financial need.*

**Teaching:** *The generosity of alumni/friends like you makes a difference in our ability to sustain a challenging curriculum taught by a distinguished faculty of clinicians and researchers.*

**Research:** *The generosity of alumni/friends like you makes a difference in our ability to advance understanding into the complexities of disease and to create new therapies.*

**Other (purpose code not otherwise defined):** *The generosity of alumni/friends like you makes a difference in our ability to understand and treat disease.*

*You will receive an official tax receipt from the Harvard University Recording Secretary.*

*If you have any questions about your gift, please contact the Office of Resource Development at 617-384-8500.*

**IMO – gifts in memory of someone, any fund except for Alumni Fund**

<<Date>>

<<mail name 1>>

<<address line 1>>

<<address line 2>>

<<address line 3>>

<<address line 4>>

Dear <<salutation>>,

Thank you for your thoughtful <<**gift type**>> of <<amount>> to Harvard Medical School, given in memory of <<mem donor name>>.

Your support of the <<fund name>> stands as a meaningful tribute while also playing an important role in advancing [**custom text:** *medical education or research in medicine*] for the benefit of people everywhere.

Thank you, again, for supporting Harvard Medical School with your generous memorial gift.

Sincerely,

Susan E. Rapple  
Dean, Resource Development

*Medical Education* = AID, FNAID, LOAN, SCHLP, GRADF, TEACH

*Research in Medicine* = RSPRG, PROG, TCHRS, TRSO

*Medicine (default text)* = all purpose codes

*You will receive an official tax receipt from the Harvard University Recording Secretary.*

*If you have any questions about your gift, please contact the Office of Resource Development at 617-384-8500.*

## LIBRARY – gifts supporting Countway Library Programs

<<Date>>

<<mail name 1>>

<<address line 1>>

<<address line 2>>

<<address line 3>>

Dear <<salutation>>,

Thank you for your <<**gift type**>> of <<amount>> to the <<fund name>> at Harvard Medical School.

One of the largest medical libraries in the world, the Francis A. Countway Library of Medicine is a vital part of the Harvard Medical School community, serving students, researchers, and faculty not only on the Longwood campus but across the globe. Your support ensures that the Countway Library sustains its rich collections and continues to build programs honoring the past, present, and future of medicine. **Custom text:** As a 2011 Dean's Council member, you bring a steadfast dedication to our efforts, which is truly appreciated. **End.**

Harvard Medical School is committed to alleviating human suffering caused by disease. Thank you for fueling the knowledge and research needed to fulfill this mission by supporting the Countway Library.

Sincerely,

Susan E. Rapple  
Dean, Resource Development

*You will receive an official tax receipt from the Harvard University Recording Secretary.*

*If you have any questions about your gift, please contact the Office of Resource Development at 617-384-8500.*

**OTHER – gifts from alumni and friends lectures, prizes, fellowships, and purpose codes not otherwise accounted for, under \$25K**

<<Date>>

<<mail name1>>

<<address line 1>>

<<address line 2>>

<<address line 3>>

Dear <<salutation>>,

Thank you for your <<**gift type**>> of <<amount>> to the <<fund name>> at Harvard Medical School.

Each year, the generosity of <<**alumni/friends**>> like you helps us to recognize and support those who are sustaining the tradition of excellence at this institution. [**Custom sentence**, depending on gift designation – see below.] [**Custom text**: As a 2011 Dean’s Council member, you bring a steadfast dedication to our efforts, which is truly appreciated.]

We strive to create and nurture a diverse community of the best people committed to leadership in alleviating human suffering caused by disease. On behalf of the Harvard Medical School community, thank you for joining us in fulfilling this mission.

Sincerely,

Susan E. Rapple  
Dean for Resource Development

**CUSTOM TEXT:**

**Lectures:** Through your commitment, you are fostering the exchange of ideas fundamental to advances in research and education.

**Prizes:** Through your commitment, you are enabling us to honor the outstanding students, teachers, and researchers whose critical efforts pave the way for better health around the globe.

**Fellowships:** Through your commitment, you are providing critical research opportunities which will expand our understanding of disease and pave the way for better health around the globe.

**Teaching:** Through your commitment, you are making a difference in our ability to offer a challenging curriculum taught by a distinguished faculty of clinicians and researchers.

**Research:** Through your commitment, you are making a difference in our ability to advance understanding into the complexities of disease and to create new therapies.

**Other (purpose code not otherwise defined):** Your commitment enables us to continue to improve our ability to understand and treat disease.

*You will receive an official tax receipt from the Harvard University Recording Secretary.*

*If you have any questions about your gift, please contact the Office of Resource Development at 617-384-8500.*



**Staff – gifts from HMS Faculty and Staff, any fund or amount**

<<Date>>

<<mail name>>

<<address line 1>>

<<address line 2>>

<<address line 3>>

Dear <<first name>>,

I am so pleased to acknowledge your recent <<**gift type**>> of <<amount>> to the <<fund name>>.

As a member of the Harvard Medical School community, you make a difference each day in our ability to advance medical education and research for the benefit of people everywhere. That you chose to make a gift in addition to your many other efforts on behalf of the School demonstrates a wonderful commitment to our shared goals. Your dedication strengthens our potential, helps make possible our achievements, and remains vital to the School's longstanding tradition of excellence.

Thank you for your generosity and your belief in the mission of Harvard Medical School.

Sincerely,

Jeffrey S. Flier, MD  
Dean of the Faculty of Medicine

*You will receive an official tax receipt from the Harvard University Recording Secretary.*

*If you have any questions about your gift, please contact the Office of Resource Development at 617-384-8500.*

May 23, 2011

**Addressee**

**Address 1**

**Address 2**

**City, Province Postal**

**Country**

Dear **Salutation**,

On behalf of Havergal College, I would like to thank you for your recent gift of **AMOUNT** to Havergal's 2010-11 Annual Giving Program.

Powering the culture of capability at Havergal is a culture of philanthropy, which you are helping to strengthen with your donation.

Havergal's timeless mission—to prepare young women to make a difference—has never been more important than now, in our globally-connected, increasingly complex world. Your gift has a direct impact on our students, our teachers and our staff. We are all working together to ensure that our students have the confidence, knowledge, and skills to fully engage in the world.

Please accept our sincere gratitude for your generous support. Your commitment to Havergal helps us to realize our strategic goals and to maintain the excellence in education for which Havergal is internationally recognized.

Sincerely yours,

May 23, 2011

**Addressee**

**Address 1**

**Address 2**

**City, Province Postal**

**Country**

Dear **Salutation**,

On behalf of Havergal College, I would like to thank you for your recent gift of **AMOUNT** to Havergal's 2010-11 Annual Giving Program.

Powering the culture of capability at Havergal is a culture of philanthropy, which you—a leadership donor at the \$1,000 + level—understands well and is helping to strengthen with your donation. We will be pleased to thank you for your generous support as a member of our Green & Gold Society at our donor recognition event in the spring of 2011.

Havergal's timeless mission—to prepare young women to make a difference—has never been more important than now, in our globally-connected, increasingly complex world. Your gift has a direct impact on our students, our teachers and our staff. We are all working together to ensure that our students have the confidence, knowledge, and skills to fully engage in the world.

Please accept our sincere gratitude for your gift. Your commitment to Havergal helps us to realize our strategic goals and to maintain the excellence in education for which Havergal is internationally recognized.

Sincerely yours,

Principal

(DATE)

(NAME)

(ADDRESS)

(CITY, STATE, ZIP)

Dear (First Name),

Thank you for your gift to the Hiram Fund. Your support means so much to the College and we are all sincerely grateful.

Year after year, the Hiram Fund delivers financial resources to support scholarships, campus preservation, classroom resources and a range of other campus initiatives that might not otherwise be funded. Hiram Fund gifts enable the College to meet the immediate needs of the departments on campus and gifts to the Hiram Fund touch virtually every student, faculty and staff member in a very meaningful way.

Your Hiram Fund gift supports so many remarkable individuals and helps make their coursework, programs and extracurricular experiences distinctive. Thanks again for your investment, and for making Hiram one of your philanthropic priorities.

Should you have any questions regarding the Hiram Fund or your gift, please call me directly at (330) 569-5279 or email me at [skingelcm@hiram.edu](mailto:skingelcm@hiram.edu). I welcome the opportunity to speak with you.

Warm Regards,

Connie Skingel '07 (WEC)

Executive Director of Alumni Relations and Annual Giving

Enclosure

DATE

NAME

ADDRESS STREET

ADDRESS CITY STATE ZIP

Dear NAME,

Philanthropic gifts advance the mission of INSTITUTION NAME by enabling the college to continue its tradition of excellence. Thank you for your support of the FUND NAME. Your generous gift in honor of NAME acknowledges his rich legacy and tireless dedication during his tenure at the DEPARTMENT NAME. This contribution, coupled with your heartfelt expressions of gratitude for your fellowship training, have unique personal meaning and significance for him.

The spirit of the INSTITUTION NAME is embodied in our cadre of friends whose financial commitment is critical to providing the best training and patient care. We are grateful to count you among our thoughtful benefactors and thank you for supporting our mission.

Warm regards,

DEANS NAME

INSTITUTION NAME

April 27, 2011

Mr. and Mrs. Donor  
13239 Donor Drive  
Donor, IN 46113

Dear Mr. and Mrs. Donor,

*"We make a living by what we get, but we make a life by what we give."*  
-Winston Churchill

You have done something remarkable. You have extended your generosity to others – even when you knew they would probably never know it. One of the greatest joys in life comes from knowing that you impacted the life of someone else positively.

I hope you see how valued your recent gift of \$250.00 to the *HPER Annual Giving Fund* is to the faculty, staff, and students within the School of Health, Physical Education, and Recreation here at Indiana University. With this gift you are helping to ensure brighter futures for many.

Our growing student body comes with a need for increased building space. I am pleased to report that the HPER Courtyard expansion project to add additional offices, a student career center, and a 178 person auditorium will be complete by the end of the summer. And at the exciting prospect of becoming a School of Public Health, we have also had the opportunity to add new programs and majors, further strengthening our student's experiences and education through HPER. None of this would be possible without the generosity of our alumni and friends like you and for that, I give you my many thanks.

Sincerely,

Mo Torabi, PhD, MPH, FAAHB  
Interim Dean and Chancellor's Professor

January 6, 2011

Mr. and Mrs. Donor  
13239 Donor Drive  
Donor, IN 46113

Dear Mr. and Mrs. Donor,

*The foundation of every state is the education of its youth.”*  
*-Diogenes Laertius*

The wise words from this ancient Greek philosopher continue to be true today. Thank you for supporting the education of our students within the School of Health, Physical Education, and Recreation. Your recent gift of \$25.00 to the *HPER Annual Giving Fund* is truly appreciated. With your investment, you belong to a group of the many other committed and motivated people who have so generously invested in the future of HPER, and the future of our students.

It is generosity like yours that sustains our School and provides resources to prepare our faculty and students to excel in their endeavors. We have much to be excited about as we continue to evolve as a School within the Indiana University system: our student body continues to grow as well as our alumni base; we have added additional programs and majors; and we are increasing the square footage of space available for our faculty and staff. Each of these initiatives is made possible through the generosity of our alumni and friends.

Your gift is a reflection of your support for the School of HPER. I appreciate your affirmation of your belief in our mission of preventing disease, promoting wellness, and improving quality of life and wish you the best for 2011.

Sincerely,

Mo Torabi, PhD, MPH, FAAHB  
Interim Dean and Chancellor's Professor

Date

Dear - :

Thank you for your gift to [name of fund] in the [College, Department, Program, etc. here]!

Iowa State University is considered a treasured resource for Iowa, the Midwest, and the nation, and it is because of the support of our generous alumni and friends that we are able to offer an outstanding, comprehensive education to all who step foot on campus.

Your contribution is a part of *Campaign Iowa State: With Pride and Purpose*, the largest fundraising initiative in Iowa State history. We are happy to report that our \$800 million goal has been met and supports virtually every part of campus — today, more than \$840 million has been committed to *Campaign Iowa State*!

Again, we greatly appreciate your dedication to and support of [College/Dept/Iowa State University]. If you have any questions about your gift, please feel free to contact XX at PHONE or EMAIL.

Sincerely,

NAME

**Comment [A1]:** Insert name of college or dept. here to make more personal

**Comment [A2]:** This area can be tailored to your college/department/etc.

**Comment [A3]:** This number can be updated more frequently than quarterly.



Dear   -   :

Thank you for your gift to [name of fund here]!

Iowa State University is considered a treasured resource for Iowa, the Midwest, and the nation, and it is because of your support that we are able to offer an outstanding, comprehensive education to all who step foot on campus.

Because of you, *Campaign Iowa State: With Pride and Purpose* has exceeded its goal of \$800 million – today, more than \$840 million has been committed!

If you have any questions about your gift, please feel free to contact XX at PHONE or EMAIL.

SIGNATURE

Comment [A1]: Insert name of college or dept. her to make more personal

Comment [A2]: This area can be tailored to your college/department/etc.

Comment [A3]: Update more frequently

Thank you for your recent contribution in support of the FUND. I believe deeply that educating students well is our best hope for finding solutions to the problems we face in the world today. So your investment in James Madison University is more important now than ever.

On behalf of the direct beneficiaries of your generosity – our students our faculty members our student athletes – I also thank you. Your support plays a direct role in meeting our mission to prepare them to become educated and enlightened citizens who inevitably must meet the challenges of the future we will pass along. It is up to us to prepare them fully.

---

Thank you for your recent contribution to James Madison University benefiting the Athletic Fund which provides support on the field, on the court and in the classroom to student athletes. We are very grateful that you both have provided this support.

It is very important to JMU that alumni are supportive of our athletic efforts and I want you to know how appreciative we are for your generous contribution. The designation of your gift to encourage our coaches and student athletes is especially noteworthy.

Thank you for being active alumnus and for your support of our faculty and students at James Madison University.

May 23, 2011

«Addressee»  
«Address\_line\_1»  
«Address\_line\_2»  
«City», «State» «ZIP\_Code»

Dear «Salutation»:

Your generosity, loyalty and the support from you and so many other parents, faculty and staff, alumni and friends insure that *wishes* really do come true at The John Cooper School! This letter is to gratefully acknowledge our receipt and recording of your donation of «Amount» to the **2010-11 Annual Fund First “wish”** campaign which was received on «Gift\_date».

As an Alumnus or parent(s) of a John Cooper School Alumnus, you are personally familiar with the distinctive learning opportunities provided by this campus. Our goal at Cooper is for every student we enroll to have the most successful and rewarding educational experience possible, and Annual Fund proceeds help us achieve our goal by providing for critical classroom supplies and equipment, faculty professional development, library and technology enhancements, and continued enrichment of our athletic, fine arts, and community service programs. Unrestricted giving provides the school with the maximum flexibility to target program needs, and it ensures the “margin of excellence” that so distinguishes the Cooper experience.

Without your support, the growth on this campus would not be possible and it is very much appreciated. Next time you are in the area, I invite you to visit the campus. Whether the last time you were here was a year ago or ten years ago, you will be amazed at the exciting growth and improvements that have been made possible due to the support and success of the Annual Fund First campaign. Should you need additional information or assistance regarding your donation or a future gift to the school, please do not hesitate to contact either one of us at your convenience.

Sincerely,

Michael F. Maher  
Head of School  
281-367-0900 ext. 302  
mmaher@johncooper.org

Troye Skipworth  
Director of Advancement  
281-367-0900 ext. 327  
tskipworth@johncooper.org

*Please keep this letter for your tax records. The John Cooper School is a tax-exempt organization under Section 501(c)(3) of IRS code, Tax ID No. 76-0150423 and in compliance with IRS regulations acknowledges that no goods or services were received in exchange for your donation.*

May 23, 2011

«Addressee»  
«Organization\_Name»  
«Address\_line\_1»  
«Address\_line\_2»  
«City», «State» «ZIP\_Code»

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Please be assured that your gift will be used responsibly and effectively, providing a direct and immediate benefit to our students this year. Every gift to Cooper counts, and every gift is thoughtfully applied to essential areas of need. Should you need additional information or assistance regarding your donation or a future gift to the school, please feel free to call or e-mail one of us at your convenience.

Sincerely,

Michael F. Maher  
Head of School  
281-367-0900 ext. 302  
mmaher@johncooper.org

Troye Skipworth  
Director of Advancement  
281-367-0900 ext. 327  
tskipworth@johncooper.org

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May 23, 2011

«Addressee»

«Address\_line\_1»

«Address\_line\_2»

«City», «State» «ZIP\_Code»

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As a Grandparent(s) of a student and/or alumni of The John Cooper School, you are personally touched by the distinctive learning opportunities provided to your grandchild(ren). Our goal at Cooper is for every student we enroll to have the most successful and rewarding educational experience possible, and Annual Fund proceeds help us achieve our goal by providing for critical classroom supplies and equipment, faculty professional development, library and technology enhancements, and continued enrichment of our athletic, fine arts, and community service programs. Unrestricted giving provides the school with the maximum flexibility to target program needs, and it ensures the “margin of excellence” that so distinguishes the Cooper experience.

Please be assured that your gift will be responsibly and effectively used to benefit our students and programs – every gift to Cooper counts, and every gift is thoughtfully applied to essential areas of need. Next time you are in the area, I invite you to visit the campus. Whether it is your first visit or one of frequent visits, you will be amazed at the exciting growth and improvements that have been made possible due to the support and success of the Annual Fund First campaign. Should you need additional information or assistance regarding your donation or a future gift to the school, please do not hesitate to contact either one of us at your convenience.

Sincerely,

Michael F. Maher  
Head of School  
281-367-0900 ext. 302  
mmaher@johncooper.org

Troye Skipworth  
Director of Advancement  
281-367-0900 ext. 327  
tskipworth@johncooper.org

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May 23, 2011

«Addressee»  
«Organization\_Name»  
«Address\_line\_1»  
«Address\_line\_2»  
«City», «State» «ZIP\_Code»

Dear «Salutation»:

On behalf of the Board of Trustees, faculty and all of us who are committed to the future of The John Cooper School, thank you for your generous gift designated to Capital enhancements. We have recorded your pledge in the amount of «Pledge\_amount\_1». You have requested that this pledge be paid in «Number\_Of\_Installments» installments. A pledge payment reminder notice will be mailed one month prior to your next installment due.

As we enter a phase of development and growth, the support of our community is vital. Your gift is helping to chart the course for the school's long term campus plans. The John Cooper School is committed to providing extraordinary learning opportunities for students, while achieving recognition as one of the finest college preparatory schools in the state. We seek to fulfill these goals in an environment where a child's natural curiosity and love of learning are nurtured. It is essential to provide the facilities and programs essential to be counted among the best.

We truly appreciate your support and commitment to the continued growth and excellence of The John Cooper School. Should you need additional information or assistance, please do not hesitate to contact me at anytime at 281-367-0900, ext. 327 or [tskipworth@johncooper.org](mailto:tskipworth@johncooper.org).

Sincerely,

Michael F. Maher  
Head of School

Troye Skipworth  
Director of Advancement

May 23, 2011

«Addressee»  
«Organization\_Name»  
«Address\_line\_1»  
«Address\_line\_2»  
«City», «State» «ZIP\_Code»

Dear «Salutation»:

On behalf of the staff, faculty, and most especially, the students of The John Cooper School we would like to express our heartfelt thanks to you for your wonderful donation of «Reference».

Gifts such as this are a prized commodity that make our jobs so much easier and directly enhance important programs that need support. We truly appreciate your efforts to learn about our special need and to endorse it with your donation.

Words cannot express how much your involvement with Cooper means to us and how much we appreciate your kindness! Thanks again for your generosity and commitment to The John Cooper School community.

Sincerely,

Michael F. Maher  
Head of School

Troye Skipworth  
Director of Advancement

*The John Cooper School does not assign gifts of tangible property a monetary value. It is incumbent upon the donor to keep receipts or to secure an independent qualified appraisal to establish the tax-deductible value of the gift. For your tax records, The John Cooper School is a tax-exempt organization under 501(c)(3) of the IRS code, Tax ID No. 76-0150423.*

May 23, 2011

«Addressee»  
«Organization\_Name»  
«Address\_line\_1»  
«Address\_line\_2»  
«City», «State» «ZIP\_Code»

Dear «Salutation»:

This letter is being sent to inform you that we have received a contribution of «Amount» from «Reference», matching your gift dated <«Gift\_date». We appreciate your efforts in securing this matching gift.

Matching gift programs offer an important source of support to The John Cooper School. Most importantly, they offer corporations a wonderful opportunity to join with their employees in a partnership which rewards, and is driven by, the employee's generosity.

We truly appreciate your support. Should you need additional information or assistance, please do not hesitate to contact me at anytime at 281-367-0900, ext. 327 or [tskipworth@johncooper.org](mailto:tskipworth@johncooper.org).

Sincerely,

Troye Skipworth  
Director of Advancement



## **\$25+ FY11 ANNUAL FUND ACKNOWLEDGEMENT TEMPLATE**

July 1, 2010

Name

Address

City, State, Zip

Dear \_\_\_\_\_:

Thank you for your recent contribution to the annual scholarship fund at \_\_\_\_\_. For so many of our students from low-income families, financial aid is the key that opens the door to \_\_\_\_\_. We cannot overstate what your gift means to the bright young people who will benefit from your kindness.

Each year, we are moved by the letters from outstanding scholarship recipients like \_\_\_\_\_, a student from Los Angeles who writes about how \_\_\_\_\_ changed his life: *"The course I took motivated me to become a physicist. The experience has been eye-opening, exciting and great fun. Physics is not usually offered to students my age, so I feel very, very lucky to have had this opportunity."*

\_\_\_\_\_, from New Jersey, writes of having found a second home at \_\_\_\_\_ over five inspiring summers: *"\_\_\_\_\_ has been one of the most positive experiences of my life – both academically and socially...I learn things I could never learn in school, stretch myself in ways I've never stretched before, and meet some truly wonderful people...\_\_\_\_\_ makes me happy. It makes me feel challenged, it teaches me as much in three weeks as some of my classes teach me in a year, and it introduces me to friendly, kind people."*

Your scholarship support, along with that of many others, ensures that gifted students like \_\_\_\_\_ and \_\_\_\_\_ will discover and pursue their extraordinary academic strengths in a supportive community of peers.

Thank you for helping to make \_\_\_\_\_ possible for them.

Sincerely,

May 16, 2011

Mr. and Mrs. Johns Hopkins  
123 Main Street  
Baltimore, MD 21218

Dear Mr. and Mrs. Hopkins:

Thank you for your assistance with the distribution from the estate of Mrs. Ruth Doe benefiting the Retina Research Fund at the Wilmer Eye Institute. We truly appreciate her generosity and commitment to this important research.

Mrs. Doe's support provides our physician-scientists with crucial resources and opportunities to advance treatment for ophthalmological diseases and disorders. We are deeply grateful for her investment in the work we do at Johns Hopkins Medicine. Thank you again for your role in fulfilling her wishes.

Warm regards,

Ronald J. Daniels

May 17, 2011

Mr. and Mrs. Johns Hopkins  
123 Main Street  
Baltimore, MD 21218

Dear Mr. and Mrs. Hopkins:

It is a pleasure to thank you for fulfilling your commitment to the renovation of Gilman Hall. Your generosity has enabled us to provide our students, faculty, and community members with a state-of-the-art facility designed to foster collaboration, nurture scholarship, and promote innovation. We are truly grateful for your dedication to this endeavor and for your continued support of the Zanvyl Krieger School of Arts and Sciences.

Your ongoing involvement with the Johns Hopkins University makes a difference in all that we do, and we are proud to count you as esteemed alumni and partners. Thank you once again for contributing so much to our institution.

Warm regards,

Ronald J. Daniels

May 17, 2011

Mr. Johns Hopkins  
President  
K Fund  
123 Main Street  
Baltimore, MD 21218

Dear Mr. Hopkins:

Thank you for the grant from the K Fund in support of the Center for Alternatives to Animal Testing at the Johns Hopkins Bloomberg School of Public Health. We appreciate your commitment to advancing humane science and your continuing confidence in the Johns Hopkins University. Our partnership with the K Fund helps to ensure a safer future for both people and animals.

Best regards,

Ronald J. Daniels

May 16, 2011

Mr. and Mrs. Johns Hopkins  
1234 Main Street  
Baltimore, MD 21218

Dear Mr. and Mrs. Hopkins:

Thank you for your investment in Dr. John Doe's research in the Johns Hopkins Department of Neurosurgery. We are honored that you have chosen to include our institution in your estate plans. Your support will provide Dr. Doe with crucial resources and opportunities to advance treatment for spinal diseases and disorders, and we are grateful for your commitment to this important work.

The generosity of individuals like you strengthens our community and fuels our efforts to provide world-class medical care. Thank you again for your dedication to Johns Hopkins Medicine.

Warm regards,

Ronald J. Daniels

May 12, 2011

Mr. and Mrs. Johns Hopkins  
1234 Main Street  
Baltimore, MD 21218

Dear Mr. and Mrs. Johns Hopkins:

Thank you for your continued commitment to the Hopkins Family Scholarship in the Johns Hopkins University Zanvyl Krieger School of Arts and Sciences. Your support helps promising young scholars realize their academic goals at Johns Hopkins, and we are grateful for your investment in their future success.

The ongoing involvement of our esteemed alumni strengthens our community and has a significant effect on campus life. We are truly privileged to have your partnership in the work we do. Thank you again for your dedication to the Johns Hopkins University.

Warm regards,

Ronald J. Daniels

May 11, 2011

Mr. and Mrs. Johns Hopkins  
1234 Main Street  
Baltimore, MD 21218

Dear Virginia and Johns:

It is a great pleasure to thank you for your continued partnership with the Johns Hopkins University. Our entire institution benefits from your philanthropic investments, from the faculty, staff, and scholars who will be impacted by your commitment to the Carey Business School and the Peabody Institute, to the many lives and crucial initiatives that are enriched through your gift to the Dean's Discretionary Fund at Johns Hopkins Medicine.

Your generosity has truly strengthened our community. The leadership, resources, and opportunities you provide enable us to change lives and fuel incredible progress. I also want to thank you, Johns, for your remarkable commitment to Johns Hopkins Medicine. Please know how deeply appreciative all of us at Johns Hopkins are for your service and support.

Warm regards,

Ronald J. Daniels

«TODAY»

«KFOR\_LABEL»

Dear «KFOR\_SALUT»:

Thank you so much for your generous «RCPT\_AMT» gift to Knox. We have credited your gift to «GFT\_DESG\_TXT1» as you requested, and your receipt is enclosed.

Knox is still abuzz with the news of our newly elected president, Dr. Teresa L. Amott. When she takes over on July 1, she will be the first woman to lead our 174-year-old College.

But first we will hold Commencement for the class of 2011 and will celebrate Roger Taylor in the weeks we have remaining.

These are exciting times here at Knox College.

Sincerely,

Julie E. Layer  
Director of the Knox Fund

Enclosure



May 5, 2011

John Doe Donor  
123 Main Street  
Anywhere, USA 11111

Dear John,

Thank you for your generous gift of \$1,000 to Loyola University Maryland designated to the Library Renovation Fund. Your donation will enable us to enhance the quality of the educational experience we offer our students. And it will, just as importantly, promote the Jesuit ideals and principles at the heart of our heritage.

Loyola is thriving—growing in prestige, growing in national prominence—because of individuals like you, people who embrace the Jesuit ideal of a life for others. We are hopeful that your generosity will inspire other members of the Loyola family—alumni, parents, friends, and corporate sponsors—to follow your lead. Our future depends on individuals who are willing, even in turbulent economic times, to demonstrate the same generosity of spirit that you have shown.

I hope you fully understand the difference your gift makes. It enables us to continue to offer our students a unique educational experience, an experience that teaches them not just how to make a living, but how to make a difference. It makes it possible for us strengthen our academic programs, to recruit and retain top-caliber students, and to deepen our commitment to the Jesuit, Catholic ideals that have guided us for 158 years. Because of your generosity, Loyola is becoming, each day, a better, stronger, more vibrant institution.

On behalf of the entire Loyola community, please accept my deepest thanks.

Sincerely,

Vice President for Advancement

May 5, 2011

John Doe Donor  
123 Main Street  
Anywhere, USA 11111

Dear John,

Thank you for your generous gift of \$1,000 to the Education Department. The impact of your generosity cannot be overestimated. You are changing lives, and in the process you are helping shape a better and brighter future. You are also helping us to sustain and to strengthen the Jesuit, Catholic ideals that have guided Loyola University Maryland for 158 years.

As a member of The John Early Society at the Associate level, you are part of a community of alumni, parents, corporate partners, and friends whose selfless dedication to Loyola propels our progress. You fortify our academic programs. You bolster our athletic programs. And you add vibrancy to the spiritual traditions at the heart of our heritage.

Our gratitude is immeasurable. Thanks to you, we are moving closer to the day when Loyola University Maryland will stand as the nation's finest Catholic, comprehensive university. Thanks to you, this ambitious goal will one day be a vibrant reality.

As we move forward, I promise you that we will do our best to prove worthy of the confidence you have expressed with your gift to Loyola University Maryland. We will do our best to make you proud to be a member of the Loyola family.

Thank you for your generosity. Thank you for your commitment.

Sincerely,

President

May 4, 2011

John Doe Donor  
123 Main Street  
Anywhere, USA 11111

Dear John,

Thank you for your generous gift of \$1,000 to Loyola University Maryland designated to the Library Renovation Fund. Your donation will help to ensure that Loyola becomes, each day, a stronger, better, more vibrant institution. Your donation will enhance the quality of education we offer our students.

Students are the ultimate beneficiaries of your generosity. You enrich their lives. You elevate their hopes. You help them build their dreams. Your gift has a transformative impact, an impact that will help our students shape a better, brighter, more just future.

I want to personally assure you that as we move toward this brighter tomorrow, we are mindful of the need to give new life to the ideals of yesterday—to the Jesuit, Catholic ideals that have guided us for 158 years. We will never dilute our commitment to the educational and spiritual traditions of the Society of Jesus.

It is because of your generosity that I can say with confidence that Loyola's best days are ahead of us. Our prestige is on the rise. Our national reputation is growing.

Your generosity is fueling this progress. Your generosity is sustaining our legacy of excellence. Please accept my heartfelt thanks.

Sincerely,

President

April 11, 2011,

Mr. and Mrs. xxx

xxx.

xxx

Dear xxx:

Thank you very much for your commitment to the STEPS Facility. Your vital support of this important project will provide students with the opportunity to study Science, Technology, Environment, Policy and Society in a top-notch facility with state-of-the-art resources.

I have enclosed your fully executed pledge agreement, which contains all of the detailed information concerning your pledge and the specified payment schedule. Please retain this document for your records.

On behalf of the entire University, please accept my sincere thanks for all that you've done and continue to do for Lehigh. Best wishes to you and your family.

Sincerely,

Joseph P. Kender, Jr. '87, '93G  
Vice President, Advancement

Enclosure

April 22, 2011

Mr. xxx  
xxx  
xxx

Dear xxx:

Thank you for your gift to the Wrestling Program, received through xxx Foundation. Your generosity provides immeasurable value to the talented young wrestlers and helps this great team to carry-on the winning tradition that the program has seen throughout the years.

We continue to rely on the support of alumni and friends like you to provide essential components of this prestigious university such as endowed scholarships, faculty chairs, campus facilities and current use funds. With your support, we are able to provide our students with a top-notch education to prepare them for their future.

Thank you again for your commitment to this great university and best wishes to you and your family.

Sincerely,

Joseph P. Kender, Jr. '87, '93G  
Vice President, Advancement

April 22, 2011

Mr. xxx

xxx

xxx

Dear xxx:

Thank you for your gift to the 2011 Lehigh Fund. Your generosity provides immediate and immeasurable value to the talented young students who benefit from your support.

We continue to rely on the support of alumni and friends like you to provide essential components of this prestigious university such as endowed scholarships, faculty chairs, campus facilities and current use funds. With your support, we are able to provide our students with a top-notch education to prepare them for their future.

Thank you again for your commitment to this great university and best wishes to you and your family.

Sincerely,

Joseph P. Kender, Jr. '87, '93G

Vice President, Advancement

April 22, 2011

Mr. xxx

Xxx

xxx

Dear xxx:

Thank you for your gift to the Asa Packer Society Scholarship, formerly the Challenge Scholarship, received through the xxx Foundation. Your continued generosity to annual scholarships here at Lehigh provides immediate support to a student who would otherwise not be able to attend Lehigh without your important gift.

We continue to rely on the support of alumni and friends like you to provide essential components of this prestigious university such as scholarships, faculty chairs, campus facilities and current use funds. With your support, we are able to provide our students with a top-notch education to prepare them for their future.

Thank you again for your commitment to this great university.

Sincerely,

Joseph P. Kender, Jr. '87, '93G  
Vice President, Advancement

April 22, 2011

Ms. xxx  
xxx  
xxx

Dear xxx:

Thank you for your gifts to the Asa Packer Society Scholarship and the CBE Dean's Strategic Initiatives Fund. Your generosity to annual scholarships here at Lehigh provides immediate support to a student who would otherwise not be able to attend Lehigh without your important gift. Your gift to the CBE will provide Dean Brown with the resources he needs to maintain the great success that his team has achieved over the years.

We continue to rely on the support of alumni and friends like you to provide essential components of this prestigious university such as scholarships, faculty chairs, campus facilities and current use funds. With your support, we are able to provide our students with a top-notch education to prepare them for their future.

Thank you again for your commitment to this great university and best wishes to you and your family.

Sincerely,

Joseph P. Kender, Jr. '87, '93G  
Vice President, Advancement



April 11, 2011

Mr. xxx

Xxx

xxx

Dear xxx:

Thank you for your gift to the Childs Fund for the Finance Department. Your continued generosity to this important fund provides Finance students with many opportunities such as trips to Wall Street, informative lectures and state-of-the-art facilities to help prepare them for the competitive field of Finance after their time at Lehigh.

We continue to rely on the support of alumni and friends like you to provide essential components of this prestigious university such as endowed scholarships, faculty chairs, campus facilities and current use funds. With your support, we are able to provide our students with a top-notch education to prepare them for their future.

Thank you again for your commitment to this great university and for your leadership on the Wall Street Council. Best wishes to you and your family.

Sincerely,

Joseph P. Kender, Jr. '87, '93G  
Vice President, Advancement

May 23, 2011

«Gf\_CnBio\_Title\_1» «Gf\_CnBio\_First\_Name» «Gf\_CnBio\_Last\_Name»  
«Gf\_CnAdrPrf\_Addrline1»  
«Gf\_CnAdrPrf\_Addrline2»  
«Gf\_CnAdrPrf\_City», «Gf\_CnAdrPrf\_State» «Gf\_CnAdrPrf\_ZIP»

Dear «Gf\_CnBio\_Title\_1» «Gf\_CnBio\_Last\_Name»,

Thank you for your donation of \$«Gf\_Amount» to the «Gf\_Fund».

Since we opened our doors in 1926, the Brooklyn Campus has served our ever-changing community by providing access to men and women of diverse ethnic and socioeconomic backgrounds. Today, students from nearly every race and culture in the world, many of whom are the first in their family to attend college, come to the Brooklyn Campus seeking the educational, intellectual and artistic opportunities necessary to achieve professional success. For the majority of these students, financing their education is the largest obstacle to realizing that success. They are dependent on the support of men and women they have never met, but to whom they owe a debt of gratitude.

Thank you for helping our students realize the dream of a higher education.

Sincerely,

Leia Droll  
Director of Development

January 2011

ADDRESSEE  
ADDRESS  
CITY, STATE ZIP

Dear SALUTATION,

I hope this new year finds you and your loved ones well.

I am writing today to thank you for your financial contribution during the 2010 calendar year. As Vice President for Institutional Advancement, the best part of my job is being able to say “thank you” to Loras College’s loyal contributors.

However, I feel that the optimal way to thank you for your support is by sharing the deep appreciation our students have for your gift to Loras:

“Financial assistance made the difference for my college decision, and I am 100% sure that Loras is where I am supposed to be.” Corrine Abele, 2014

“I chose Loras, because I wanted to be at a school that was community-like and where I could get one-on-one treatment with teachers.” Jack Metz, 2013

“I really enjoy being a part of this Duhawk community. The people here are truly genuine, and it shows that Loras has been this way for years.” Joshua Porter, 2012

“In the spring, I will be the first person from my family to graduate college. Your generosity has helped make this possible.” Vanessa Arnold, 2011

Please know that your benevolence is forever changing the lives of these and many other young people. Thank you again for all you do for Loras College and best wishes for a healthy and happy 2011.

Sincerely,

Pam Gerard  
Vice President for Institutional Advancement

*Your tax deductible donation for 2010 was «Gift\_Amount». Loras College did not provide any goods or services in exchange for this portion of your donation.*

**This serves as your receipt for tax purposes.**

May 5, 2011

John Doe Donor  
123 Main Street  
Anywhere, USA 11111

Dear John,

Thank you for your generous gift of \$1,000 to Loyola University Maryland's Annual Fund, designated to the Marketing Department. Your donation will enable us to sustain the momentum that is elevating Loyola's prestige, bringing us national recognition, and perpetuating our reputation as an institution that produces students who are intellectually agile, spiritually strong, and prepared for the challenges confronting our nation and the world.

Your generosity during this time of economic uncertainty is especially laudable. It points to your embrace of the Jesuit principle of a life *for others*. More generally, it points to your dedication to the fundamental ideals at the heart of our heritage. Your donation ensures that those ideals will continue to guide us. Your generosity will enable us to provide a new generation of students with both the intellectual stimulation and the spiritual nourishment that will prepare them to be leaders. In a very real sense, you are helping to shape the future.

For your gift to Loyola — for your gift to the future leaders now in our classrooms — we are deeply grateful. On behalf of our university and on behalf of these future leaders, please accept my heartfelt thanks.

Sincerely,

Vice President for Advancement

Date

Name

Address

City, State Zip

Dear Salutation,

Thank you for your gift to Maryland Institute College of Art! We truly appreciate your investment and want you to know that among MICA's many wonderful donors, you are playing an especially significant role by choosing to make an unrestricted gift.

Unrestricted gifts, like yours, are used for the College's greatest needs, providing the means each year to sustain and expand academic programs, enhance student life, support faculty development, develop exhibitions and community programs, and provide financial aid. More than 65% of all students receive financial aid, and a MICA education would not be possible for many deserving students without the annual support of thousands of alumni, parents, faculty, staff, foundations, corporations, and other community friends.

You are giving MICA the flexibility to take on new opportunities, strengthen programs, and meet unexpected financial needs. On behalf of the MICA community, thanks again for your support. We are grateful for your investment and glad to have you in the MICA family!

Sincerely,

Tom Jasek P'10  
Chair 2010 Annual Fund

---

Receipt for gift on bottom third of the page, with perforation for tear off.

## Acknowledgement for Restricted Gifts

Date

Name

Address

City, State Zip

Dear Salutation,

Thank you for your gift to Maryland Institute College of Art! We are grateful for your investment and want you to know that among MICA's many wonderful donors, you are playing an especially significant role by making a gift to an area of the College that is important to you.

Gifts like yours demonstrate support for a wide range of MICA's academic, co-curricular, and community programs, as well as strategic initiatives and infrastructure development, and we appreciate the care you took in selecting a specific area that will benefit from your gift. If you ever have questions about how your gift is making a difference, please don't hesitate to contact Erin Chrest, Director of Stewardship, at 410-225-2493 or [echrest@mica.edu](mailto:echrest@mica.edu).

You are part of the reason that MICA enjoys the place of prominence that it does today. We are grateful for your gift and glad to have you in the MICA family. On behalf of MICA's students, faculty, and staff, thanks again for your support!

Sincerely,

Michael R. Franco

Vice President for Advancement

---

Receipt on lower third of page with perforation for tear off.

<Date>

<Name>  
<Address>

Dear <Salutation>,

Thank you for your recent gift of <\$Amount> to <University/School>, and for your effort to submit a matching gift request. As you intended, your gift was applied to <Fund Name>.

We truly appreciate your investment in our students and faculty, and want you to know that it makes a difference. Your gift to the <Fund Name> allows the school to recruit and nurture the best minds of today – and tomorrow.

You help the <University/School> maintain its position at the forefront of educating our future leaders, and we are grateful. Thank you for your continued generosity and for your belief in the value of a <University/School> education.

Sincerely,

<Development Officer Name>  
<Development Officer Title>

<Date>

<Name>  
<Address>

Dear <Salutation>,

Thank you very much for your contribution of <\$Amount> to <University/School>. As you intended, your most recent gift was applied to the <Fund Name>.

In these difficult times, we are grateful for your continued generosity. Gifts like yours to the <Fund Name> provide the School with flexibility to respond to urgent needs of our students and faculty. I hope that you take pride in knowing that gifts from alumni and friends like you are a critical ingredient in the success of <University/School> and our students.

All of us who work and study at <University/School> truly appreciate your continued support. Thank you!

Sincerely,

<Development Officer Name>  
<Development Officer Title>



<Date>

<Name>

<Address>

Dear <Salutation>,

I would like to thank you for your recent contribution to the <Fund Name> at <University/School>. We appreciate your investment in the advancement of <University/School>, and your recognition of the work of our faculty and the potential of our students.

Because of your continued dedication, <University/School> is able to retain its prestigious position at the forefront of educating promising leaders in the fields of public administration, international affairs, and social sciences. Your gift to the <Fund Name> helps to address critical operational functions such as academic programs, student financial assistance, and faculty research, very important priorities for which your continued giving is appreciated.

Your ongoing support helps <University/School> continue its strong legacy grounded in the advancement of citizenship and leadership. On behalf of those who work and study at <University/School>, thank you.

Sincerely,

<Dean Name>

<Dean Title>

February 15, 2011

«pref\_mail\_name»

«line\_1»

«line\_2»

«line\_3» «line\_4»

Dear «salutation»,

On behalf of the students, faculty and staff, I would like to express my gratitude for the support you have shown through your recent donation of \$«amount» to the «alloc\_long\_desc». Your generosity helps us maintain unrivalled academic standards, and advances our international reputation for research and innovation.

I am enormously proud of the Faculty of Education's unique leadership position. Setting us apart from other institutions is our passion for *transdisciplinary* research - a holistic approach to investigating complex issues that have multiple causes and require thinking across many disciplines. The impact of our discoveries can be seen and felt in so many areas, from cyber-bullying, to learning disabilities to meeting the critical challenge of motivating our kids to remain in school. The Faculty is also ideally positioned to spearhead new initiatives aimed at optimizing health and physical activity practices among young people and adults, promoting healthy aging among older Canadians and enhancing the quality of life for those with chronic disease.

Our world-class academic programs are transforming how we prepare tomorrow's teaching professionals and inspiring the next generation of educators, researchers, policy makers and humanitarians. Finally, the Faculty of Education is proud to be a leader at the forefront of technological change: researchers in our School of Information Studies are discovering new ways to access, manage and integrate digital records for hospitals and corporations, rethinking enterprise content management systems to enhance organizational learning, and pioneering intelligent tutoring systems.

Once again, I would like to extend a heartfelt thank you for contributing to our bright future.

Yours sincerely,

On behalf of the Faculty of Science and its students, I wish to personally thank you for your recent donation to McGill University.

I am very pleased that in your philanthropic efforts you have chosen to support the {insert allocation name here} Faculty of Science. Within the Faculty, leadership gifts such as yours go a long way in supporting our students in their academic pursuits.

Your generous contribution will assist in funding such projects as students' scholarships, convocation awards, and field work among other projects within the Faculty. In addition, leadership gifts like yours assist the Faculty in maintaining its renowned reputation and ensuring that our students receive the best educational experience possible.

Once again, thank you very much for your generous support.

Kind regards,

May 11, 2011

Mr. & Mrs. Donor

Dear Mr. & Mrs. Donor:

As Memorial's new president, it is my pleasure to write you today to thank you for choosing to support Memorial University over the past year. Your continuous generosity, through the creation of a second nursing scholarship, the ???????? Scholarship, is indicative of a fiscal year which has seen tremendous growth - growth that is directly attributed to supporters like you.

In looking forward to our new 2011-12 year, I feel optimistic and eager as we collectively work to realize a common vision for this remarkable University. A vision which ensures a prosperous future for our students and our community.

You are supporting Memorial University's students with a gift that makes a real difference in their lives. As students are faced with financial burdens, scholarships and awards play a critical role in their ability to succeed. This award will help ensure that deserving students are able to thrive at Memorial. We look forward to informing you over the coming years, the many names of students who will benefit from the ???????? Scholarship in Nursing.

Again, please accept my sincere thanks and appreciation for your generous support of all that is Memorial – our students, faculty, staff, and the communities that we serve.

Yours sincerely,

PRESIDENT'S NAME  
President & Vice-Chancellor

c. Name, Director, Alumni Affairs & Development

May 11, 2011

Donor

Dear Donor:

Thank you for your steadfast commitment to Memorial University. While you are a leader in many philanthropic ventures, I want to thank you particularly for leading by example through your commitment of \$???,000 towards The NAME Chair in designated area.

Collectively, with support from both the NAME Foundation and the Department of Human Resources, Government of Newfoundland and Labrador, this new \$XX million ????? Academic Chair, will strengthen Memorial's role as an integral contributor to the social, cultural and economic development of the province. Through the chair holder's work, linkages with other departments, institutes and universities will be developed enabling the promotion of interdisciplinary world class research and integration in this new field.

It is inspiring to know that I have joined Memorial at such an exciting stage in its history. I feel optimistic and eager as we work to realize a common vision for this remarkable University – one that will help to ensure a safe and prosperous future for our students, our people, and the world.

DONOR's Name, thank you again for your generosity and I look forward to the next opportunity when we meet again.

Yours sincerely,

President's name  
President and Vice-Chancellor

c. Name, Director, Alumni Affairs and Development

Date

Name

Address

Address

Dear Salutation,

On behalf of the entire Division of University Advancement, I write to offer my sincere condolences to you and your family on the loss of your father. The passing of a loved one is never easy and I hope this note offers some comfort and in some measure assuages the grief of a loss so overwhelming. We, too, are deeply saddened by the loss of <Name> as he was very special to the whole Miami community. Please be assured that you have the support of the entire Miami family.

I am also pleased to share that Miami has received many special donations in your father's memory. It is apparent that he had many friends and students and touched the lives of those who knew him. I have enclosed a list of those who have donated in his memory and will continue to keep you apprised should we receive additional gifts. Also, please feel free to contact me if you should have any questions.

Once again, please accept my deepest condolences for your loss. He was a wonderful man.

Warm regards,

Name

Title

Date

Name

Address

Address

Dear Salutation,

I am pleased to take this opportunity to recognize and thank you for your support of Miami University. Your recent contribution has been listed in memory of <Name> and an acknowledgement of your generosity will be sent to the <Name> family.

In less than four years, <Name> inspired countless students and members of the Miami community. His commitment and dedication to friends and acquaintances will not soon be forgotten. I am working with <Name>'s family to determine an appropriate use for the funds donated in his memory. In this way, your gift will benefit Miami students for generations to come.

Again, thank you for your kindness and your commitment to Miami University.

Sincerely,

Name

Title

Date

Name

Address

Address

Dear Salutation,

I am pleased to take this opportunity to recognize and thank you for your generous support of Miami University. We are honored to have received such a special gift to the < Fund>. Please know that an acknowledgement of your contribution will be shared with <Name> family.

<Name>'s legacy continues to be an inspiration to the many lives he touched. Even those who never had the chance to meet him are inspired by his compassion to make a difference and his lasting impression in the world. It is an honor and a privilege for Miami to have a fund that is not only a tribute to his memory but also a powerful reminder of the remarkable young man whose name it bears.

Again, thank you for your kindness and your commitment to Miami University. Although <Name> is greatly missed by those who knew him, with your support, others will forever be changed because of him.

Sincerely,

Name

Title



Date

Name

Address

Address

Dear Salutation,

I am delighted to inform you that your parents, <Names>, have graciously donated to the Senior Legacy Campaign at Miami University in honor of your graduation. We are grateful for this generous support.

As part of Miami's bicentennial celebration, the Senior Legacy gifts will support the Bicentennial Student Center. This state-of-the art facility will be the cornerstone for the contemporary 'Miami Experience,' retaining the best of what alumni recall about their Miami days and integrating it with 21st century learning opportunities. What a fitting gift for this tremendous milestone in your life.

On behalf of Miami University I congratulate you!

Warmest regards,

Name

Title

**Building Support- Athletics**

May xx, 2011

Name  
Street Address  
City, State Zip

Dear \_\_\_\_\_:

Thank you for your latest contribution to the University of Michigan.

As a former baseball player at the University, you understand well the importance of providing topnotch sports facilities that support not only the skills and performance of our student athletes, but the vitality of UM Athletics as well. I am delighted you are joining us in the transformation of our athletic campus through this gift for the new building. Your generosity will serve to enhance the Michigan experience for generations to come.

Please accept my gratitude and warmest wishes.

Sincerely,

XXXXXXXXXXXXXXXXX  
Title

xx

**Building Support- LAW**

May xx, 2011

Name  
Street Address  
City, State Zip

Dear \_\_\_\_\_:

It is a pleasure to acknowledge your sustained commitment to the University of Michigan, reflected in your latest gift to Michigan Law.

The distinguished and historic buildings of the Law School have long helped to give shape to a Michigan legal education, and I appreciate your support for its improvement. Your generosity is a wonderful investment in the School, ensuring that the University gives students and faculty the functional and beautiful surroundings that serve to enhance the learning experience.

I was delighted to learn that you recently visited campus to celebrate the 40<sup>th</sup> anniversary of receiving your Juris Doctorate. Along with my gratitude for this gift, I extend my warmest congratulations.

Sincerely,

XXXXXXXXXXXXXX  
Title

XX

«LtreqDonorDate»

«LrMailLabelName1»

«LrMailLabelName2»

«LrAddressLines1»

«LrAddressLines2»

«LrAddressLines3»

«LrCity», «LrState» «LrZip»

Dear «LrSalutation»:

On behalf of the students we serve, thank you for your participation in this year's **Faculty and Staff Annual Giving Campaign**. Your participation is an outstanding testimonial to alumni and other external groups that XXXXXX is an exceptional investment.

Please accept my personal appreciation and that of the Annual Fund Giving Committee for your strong commitment to our students and mission!

Sincerely,

XXXX  
President

*No goods or services were provided in exchange for this gift of «LrContributionAmount».*

April 6, 2011

name  
address  
city, st zip

Dear xx and xx:

Thank you for your \$xx gift for this year's Annual Giving Campaign. With your gift, students will continue to receive the education and skills needed to make a difference in our local workforce and economy. Your gift helps our students and College succeed by providing scholarships, advanced equipment, quality facilities and enhanced educational programs.

I am honored to consider you as one of our donors. Your gift makes a difference in the lives of our students, faculty and staff. Thank you on behalf of our entire College community.

If you have any questions or concerns, please feel free to call xxx-xxx-xxxx or e-mail us at [annualgiving@xxx.edu](mailto:annualgiving@xxx.edu).

Sincerely,

xxx  
President

*No goods or services were provided in exchange for this \$xx gift.*

November 10, 2010

name  
business  
street  
street 2  
city, st zip

Dear first name:

Thank you for your generous Cocktail sponsorship in support of the 11<sup>th</sup> Annual  
XXX Golf Outing at XXXX  
on XXX.

With the recent unprecedented increase in enrollment the College simply does not  
have sufficient funding to grant need-based educational awards to all students  
who are deserving of them. Your participation made a difference and your  
support will impact our local economy and workforce.

Again, thank you for your investment in scholarship dollars to students who have  
demonstrated their potential to succeed, but simply do not have the means to  
attend. Your support translates into transformational opportunities for our local  
students and community. Thank you.

Sincerely,

XXXX  
President

*No goods or services were provided in exchange for the \$XXXX charitable  
portion of this gift.*

May 13, 2011

name  
address  
city, st zip

Dear first name:

On behalf of the students we serve, thank you for your participation in this year's Retiree Annual Giving Campaign. Your support provides critical resources to our goal of "xxxxx". Great things are happening on campus but the need to raise more private fundraising dollars is more important than ever. Your participation as a retiree is a wonderful testimonial to alumni and other outside groups that xxxx is an exceptional investment.

Please accept my personal thanks for your strong commitment to our students and mission. Thank you.

Sincerely,

xxxx  
President

*No goods or services were provided in exchange for this \$xxx gift.*

1 July 2009

**ABC** (name of donor)

Dear

**GIFT OF \$9999 TOWARDS THE **XXX** (name of research) RESEARCH AT THE **YYY** (Name of benefitting faculty/department)**

On behalf of the University, I would like to express my deepest appreciation to the **ABC** (name of donor) for your gift of \$9999 in support of the **XXX** (name of research) Research being undertaken at the **YYY** (name of benefitting faculty/department)

Your valued gift is integral to the advancement and continuity of this project and will allow our researchers to focus their efforts on doing research that will benefit future generations of Singaporeans.

Thank you once again for your generous gift as well as steadfast support of the **Name of Institution**

Yours sincerely,



<date>

<name>

<address block>

Dear <name>

### OUR GRATEFUL THANKS

On behalf of the National University of Singapore (NUS), I would like to express our deep appreciation for your gift of [amount] to [Department/Faculty/School] in support of the [elaborate on gift purpose here].

Your generosity will not only enable the [Department/Faculty/School] to [elaborate on gift purpose here], it also serves as encouragement for the faculty, staff and students of the [Department/Faculty/School] to continually aim for higher standards of excellence in their research, work and studies as we strive to make NUS a truly great global university centred in Asia.

Once again, our grateful thanks for your generous gift and I look forward to your continued support of NUS.

Warm regards,

President

<<DATE>>

«LR\_MAIL\_LABEL\_NAME»

«LR\_FULL\_ADDRESS»

Dear «CURRENT\_SALUTATION»,

*“I can scarcely believe I am here at Nazareth College pursuing my dreams and receiving the instruction and support of so many talented faculty members.”*

—Will, Nazareth College junior

Raised in a single-parent household with his four siblings, Will thought a four-year education was an impossible dream. Yet today, Will is a flourishing music performance major who one day hopes to share his passion for music through performance and teaching.

Support from the College’s alumni, family, and friends have made Will’s dreams, and those of many of his classmates, a reality.

Thank you for your recent gift of \$<<AMOUNT>> in support of <<DESIGNATION>>. Your contributions provide opportunities for students like Will to realize their academic potential, learn from inspirational faculty, study in state-of-the-art facilities, and contribute to a vibrant campus life.

Your personal commitment to Nazareth College is greatly appreciated.

Sincerely,

XX

Title

Phone ♦ Email

*Your donation is tax-deductible to the fullest extent of the law. Unless otherwise indicated, no goods or services were provided to you in consideration, in whole or in part, for this gift. Please retain this letter for your records as a receipt for tax purposes.*

**Gift to general fund:**

I would like to thank you for your generous pledge and pledge payment to the University's Greatest Needs Fund. NAME tells me that she will be using your leadership gift to challenge other members of the class of 1961 to give to NC State. This is wonderful news! I am truly grateful for your support and appreciate your efforts to encourage fellow alumni to give back.

Your alma mater will continue to develop innovative, cutting-edge programs; provide dedicated, creative faculty; attract bright, passionate students; and offer services and support to alumni – despite the many funding challenges facing our institution. We could not achieve these high goals, year after year, without the commitment and vision of alumni and friends like you.

Thank you again for being a catalyst for growth and for your belief in supporting NC State University. Best wishes from campus.

**College Fund and Board Member:**

It is my pleasure to thank you for your generous contributions in support of NC State's College of Engineering. Your support of the Swan CCEE Enhancement Fund and the Engineering Director's Leadership Fund is very much appreciated.

For 40 years you have been a generous and loyal member of the Wolfpack family. Your monetary contributions as well as your donation of time on the NC State Engineering Foundation, Inc. Board of Directors are a valued vote of confidence in the forward motion of this university.

Generous and engaged alumni like you are essential to the continued success of NC State. Thank you again for all that you do to ensure that our programs and students continue to grow and thrive.

**Estate Gift:**

Thank you for including the NC Agriculture Foundation in your estate plans with your deferred gift to support the Edward Cullen and Bella Swan Scholarship Endowment in the College of Agriculture and Life Sciences (CALS) at NC State. For generations of students to come, your philanthropy will help to bring talented and deserving students close to their educational goals and career aspirations. There is no question how much you value education.

Your generosity and forethought in providing an estate gift will also have a lasting impact on the communities, disciplines and countless animals that will benefit from the work of our graduates. We are grateful for your investment in our future and our students.

On behalf of the university, I extend our sincere appreciation for your generosity and support of NC State and CALS.

**Bequest from Staff Member:**

Thank you for your support and for including NC State in your estate plans. As an employee, your financial commitments to the University show great trust in the forward motion of NC

State. I appreciate your support as well as your vote of confidence in the longevity and strength of our programs.

It is always a pleasure to acknowledge employees who go above and beyond in their commitment to this great University. It is only through our collective strength that NC State will continue to grow and become a leader among our peer institutions. Your foresight in providing for the Libraries as well as Companion Pet Assistance in the College of Veterinary Medicine will help NC State remain strong for many years to come. Thank you for all that you do both personally and professionally for NC State. We are so fortunate to have wonderful friends and employees like you.

**Scholarship:**

It is my pleasure to thank you for your recent commitment and gift to establish the Harry and Ginny Potter Scholarship in Electrical Engineering. Your decision to support the students of Martin County and eastern North Carolina will have an impact far beyond the time each student spends at NC State.

I admire your enthusiasm for higher education and sincerely appreciate your efforts to extend to deserving individuals the opportunity to attend this great university. You should be proud of your commitment. Providing an NC State education has an impact that is far-reaching. As graduates leave our campus, the depth of the knowledge and skills they take with them will shape the future of our communities.

Harry, thank you for your service on the NC State Engineering Foundation Board and as chair of its college relations committee. Your commitment to NC State is a gift we are honored to receive.

**Corporate Gift:**

Thank you for Arachnid-Pro's gift to the Department of Plant Pathology in the College of Agriculture and Life Sciences at NC State University. I am proud of this partnership and the research it has allowed Dr. Peter Parker and his staff to undertake. We are honored to have Arachnid-Pro as a partner in our efforts to find solutions to complex problems facing the turfgrass industry.

On behalf of the university, again, thank you for Arachnid-Pro's generous support and continuing commitment to a productive partnership.

July 14, 2010

Dear «LrSalutation»,

On behalf of Neumann University, thank you for your recent pledge payment of «LrContributionAmount» in support of the .

Neumann University is bustling with activity. Our students gather in the St. John Neumann Circle complete with statuary of St. John Neumann and Mother Mary Francis Bachmann. The Mirenda Center for Sport, Spirituality & Character Development has truly proven to be a “center for all”.

While the physical campus changes are obvious, our beliefs remain the same since the Sisters of St. Francis of Philadelphia founded Our Lady of Angels College in 1965.

We believe in the transformational power of our mission and core values. Most importantly, we believe in our students and the difference they will make in our world. Your gift strengthens our capacity to continue this commitment with excellence.

Again, thank you for your support of Neumann University not solely in words but in actions through your generosity. These actions, individually and collectively, preserve the integrity of our ability to provide a uniquely personal education in the Catholic Franciscan tradition.

Pace e Bene,

Rosalie M. Mirenda, Ph.D.  
President

May 23, 2011

«N08LrLabelClass1»  
«N08LrLabelClass2»  
«LrAddressLines1»  
«LrAddressLines2»  
«LrAddressLines3»  
«LrCity», «LrState» «LrZip»  
«LrCountry»

Dear «N08LrSalutation»,

On behalf of Neumann University, thank you for your recent pledge of «LrPledgeAmount» in support of the LrLongDesigDescr1\_HDRDATA, the LrLongDesigDescr2\_HDRDATA, and the LrLongDesigDescr3\_HDRDATA.

Neumann University remains committed to providing our students the same exceptional academic experience as we provided over the past 45 years. ***Your «LrPledgeAmount» gift will help us continue this positive momentum.***

Gifts have a significant impact on all aspects of campus life. They assist with the scholarship of a student who might not otherwise be able to afford Neumann. Or, gifts can pay for new computers or resources to ensure that our students have access to the latest in cutting-edge technology. ***These kinds of resources are a direct result of the support we get from benefactors, like you.***

Again, on behalf of the students who are benefiting from your support, I say thank you. Your gift makes a difference in their lives!

Sincerely,

Christina S. Farrell  
Director, Annual Giving Programs

Date

Donor

Donor

Address1

Address2

City, State Zip

Dear Donor:

Thank you for your personal commitment in support of North Carolina A&T State University. Your generosity shows that you are committed to the advancement of our university and believe in the future of our students.

Gifts to the Annual Giving Campaign provide A&T the immediate resources needed to continue excellence in both our academic and extracurricular programs. These gifts also provide financial aid to our much deserved students and allow us to attract and retain top-notch faculty; providing them with the tools they need to help our students excel. You truly are making a difference in the lives of our students and for that we are grateful.

Thank you for helping us *Create the Future Now* for our students. Your support is appreciated.

Sincerely,

Carletta Simmons

Director of Annual Giving

P.S. Did you know that you could double or even triple your gift to A&T? Check with your Human Resources Department to see if you or your spouse work for a matching gift company. Maximize your gift to A&T today!

## **Scholarship**

For more than a century, NIU has provided students with a strong, solid, well-rounded academic experience; confidence in their preparation for competitive and challenging careers; and pride in the privilege of carrying on Northern's tradition of excellence. This ambitious mission is made possible only through the generosity of people like you.

It is my pleasure to thank you for your support of the «*acctname*». The gift of a scholarship can open up entire worlds to a student. Your gift also serves to affirm the hard work and commitment NIU's scholars have devoted in order to earn this honor.

Again, thank you for the transformational opportunities you are providing NIU's students. In spite of the growing challenges facing students and families, together we can make the dream of a college education a reality.

## **Staff**

As NIU continues to build upon over a century of excellence, I take great pride in knowing that our students and faculty are able to accomplish extraordinary things and contribute to the betterment of our world, all thanks to the remarkable opportunities offered by gifts like yours.

On behalf of the students, faculty and staff who will benefit, please accept my appreciation for your recent gift to the <*fund name*>. Your commitment and generosity serve as powerful investments in NIU's continued success.

The rewards of your support are seen through the eyes of those who benefit from the intellectual curiosity of our students, the achievements of our athletes, the discoveries of our researchers and the inspiration of our faculty and staff. Again, thank you for the many ways you strive to advance Northern Illinois University.

## **Athletics**

Each year, NIU's student-athletes commit hours of training and practice toward their chosen sport, while constantly striving to uphold the standards of academic excellence NIU demands.

For the past eleven semesters, our student-athletes have continued to improve their academic success by exceeding a 3.0 cumulative GPA. This feat could not be accomplished without the help of generous alumni and friends like you. On behalf of the students and programs that will benefit, thank you for your gift to support the *Huskie Athletic Fund*.

Your continued support of our many young men and women is an investment in their successes...in the classroom, on the fields of competition, and in life.

## **Capital Projects**

The Jeffrey and Kimberly Yordon Center continues to be hailed as one of the best facilities in the country. This past semester has only cemented the Yordon Center as one of the best after our Huskie student athletes continued a GPA average of 3.0 for the 11<sup>th</sup> consecutive semester. It is not an easy task managing a Division I schedule and a full time course load but these students helped maintain the standard of excellence in academics the university has set forth.



On behalf of the Northern community as well as all the student athletes, coaches, trainers and parents, I thank you for your gift and continued support of the *Jeffrey and Kimberly Yordon Center*. The facility is successful because of generous donors like you who believe in the success of our Huskie student athletes as well as the academic success at NIU.

The support you give to the facility lets us continue to develop our Huskie athletes as leaders both on and off the field.

## **GENERAL**

On behalf of the students and faculty who will benefit, I thank you for your gift to the «acctname». Your gift will help NIU's students prepare for careers as creators, performers, teachers and scholars, while also enriching the cultural life on campus and throughout the surrounding communities.

While the teaching methods, the curriculum, and certainly the campus have changed, Northern's fundamental commitment to students furthering their education has not. Your generosity is an investment in this commitment and will provide our students the opportunities to pursue their dreams and reach their highest potential.

Again, thank you for your thoughtful generosity and ongoing support of Northern Illinois University.

## **Annual Fund**

Students, alumni and friends have a great sense of pride in NIU, and for good reason. Our athletic programs are highly competitive, the fine arts programs continue to produce impressive works, faculty research projects are gaining well earned publicity, and academic programs have been nationally acclaimed. Big things are happening and it's because of the generosity of alumni and friends like you.

It is a pleasure to thank you for your gift to the *Northern Fund*. Private gifts, like yours, help provide the vitally important resources necessary for the university to sustain the strength of our existing programs and services and provide the best educational opportunities to the next generation of leaders.

Again, thank you. Your investment will help advance, not only NIU's students, faculty and programs, but also the communities they serve.

## **Capital Projects**

Surrounded by beautiful 80 year old pines and oaks, the Barsema Alumni and Visitor Center welcomes thousands of visitors every year. Students interested in attending NIU enjoy this breathtaking building and know that they are home. When alumni return to visit their alma mater they stop by this building to rekindle old friendships and remember their wonderful memories from their days at NIU.

This architectural dream could not have been possible without the help of our friends and alumni like you. I thank you for your pledge payment to the *Barsema Alumni and Visitor Center*. Your support has helped reunite old friends and encourage students to attend NIU.

## **BEQUEST**

The great American philosopher, William James, once wrote, "*The best use of life is to invest it in something which will outlast life.*"

For more than a century, NIU has been providing students with the tools and opportunities to reach their full potential as local, national and global leaders of the future. However, we could not continue to advance this mission without the vision and generosity of alumni and friends like you.

Please accept my thanks for including Northern Illinois University in your estate plans. With this special gift, you will build upon a strong legacy of academic exploration, research, teaching and service. In addition, you will play a key role in our ability to provide high quality education to those who desire, seek and need it.

Again, thank you. Your commitment will serve as a lasting tribute to the ideals of student enrichment and future potential.

## **Gifts to Foundation**

The highest priority of the NIU Foundation is to create life-changing opportunities for our dedicated students and faculty. In order for us to create these opportunities we need the support, expertise and commitment of alumni and friends like you.

It is a pleasure to thank you for your gift to support the operations of the NIU Foundation. Your gift allows us to focus on securing the resources necessary to build smarter classrooms, attract and retain world-class faculty, and draw the highest caliber students to NIU.

Again, thank you. Together, we are helping build a stronger NIU.

## **Libraries**

NIU's libraries serve as vital resources for our students and faculty, in addition to contributing to the advancement of scholarship, both locally and globally. Our university libraries are crucial to NIU's ability to provide students, faculty and staff with the academic tools necessary to encourage life-long learning.

It is a pleasure to thank you for your gift to support the *Northern Illinois University Libraries*. Your generosity allows us to provide outstanding research and academic services so fundamental to the Libraries' mission as well as NIU's teaching and learning environment.

Again, thank you. Your commitment is truly enhancing the level of academic excellence at Northern Illinois University.

**Professorship**

A professorship is one of the most significant ways that Northern Illinois University can honor its highly esteemed teachers and researchers. Professorships play an important factor in the retention of top faculty. In addition, these professorships provide our deans, and department heads with an extraordinary advantage when competing with peer institutions to attract leading scholars to NIU.

On behalf of the students and faculty who will benefit, thank you for your gift to support the «*acctname*». Your gift allows Northern to continue to recognize those educators of exceptional ability and preserves NIU's tradition of academic excellence.

Again, thank you for the tremendous impact your generosity is having on the quality of teaching, research, and service across NIU.

**Dean's Discretionary Fund**

On behalf of the students and faculty who will benefit, thank you for your gift to the «*acctname*». This support will allow the College to recruit the nation's top faculty, attract leading student scholars, and create a climate for innovative research and collaborations.

Tuition alone is not enough to cover the real cost of a college education or to build a strong foundation for our future endeavors. Your investment in the Dean's Discretionary Fund will provide the flexible funding the College needs to implement innovative ideas, meet its highest priority needs, respond quickly to emerging opportunities, and invest in areas of the highest potential.

Again, thank you for the tremendous impact your generosity is having on the quality of teaching, research, and service across NIU

Date

Name

Street

City State Zip

Dear \_\_\_\_\_:

Thank you for your generous gift of \$\_\_\_\_\_ to the **Fund Name/School or College** at Oakland University.

**2<sup>nd</sup> Paragraph Option**

I am grateful for the faithful support you have so generously provided to Oakland University since your graduation. Alumni gifts to Oakland University are extremely important to the University's future and that of our students. Programs, lectures, and other special needs will be sustained through your generosity to the **School / College**. Thank you for ensuring our students' success through the continuation of these programs.

**2<sup>nd</sup> Paragraph Option**

It is particularly gratifying when our alumni support the university. Your gift demonstrates that we have earned the respect and loyalty of our most important constituents – our graduates. Thank you for your decision to strengthen the education of current and future students at Oakland.

**2<sup>nd</sup> Paragraph Option**

As an alumna(us), you are a vital force in the academic and cultural vibrancy of the university. Many worthwhile programs, research projects, technology upgrades, equipment, and scholarships are supported by the contributions of our alumni.

**2<sup>nd</sup> Paragraph Option**

I believe alumni contributions are unspoken statements of belief in the value of an Oakland University education. These gifts speak of approval and support, and proclaim the academic excellence of our programs to today's students. I am grateful to you for your support and appreciate your continuing involvement at OU.

I appreciate your belief and confidence in Oakland University and the School/College and thank you again for your support.

Sincerely,

---

rs

Date

Name  
Street  
City State Zip

Dear \_\_\_\_\_:

Thank you for your gift of \$\_\_\_\_\_ to Oakland University's (SCHOOL) supporting (Fund Name). Your contribution is deeply appreciated.

**OR for separate tax-deductible amount**

Thank you for your generous support of the (FUND NAME) in the (SCHOOL) at Oakland University. Your contribution of \$\_\_\_\_\_ includes a tax-deductible gift of \$\_\_\_\_\_ and is greatly appreciated.

Oakland has a solid reputation for offering a distinctive undergraduate liberal arts education as well as research-intensive graduate programs, which benefactors like you have made possible. While our students and the outstanding education they receive at Oakland is the primary focus of our programs, we also seek to transform and enrich the lives of those in the community-at-large.

Again, thank you for investing in the future of Oakland University, our students, and our community.

Sincerely,

---

rs

Date

Name

Address

City State Zip

Dear \_\_\_\_\_:

Thank you for your gift of \$\_\_\_\_\_ supporting the School of Business Administration International Initiatives Gift Fund at Oakland University.

In the past, international study opportunities were considered optional; today, working or studying abroad is almost a necessity, especially for business students. As you know, there is a significant benefit to experiencing the cultural complexities of studying and doing business in a country other than the United States. Your generosity gives our graduate students an invaluable lesson in adapting to different cultures and their norms, and applying that knowledge throughout their lives and careers.

Thank you for your generous support of our students in the School of Business Administration.

Sincerely,

---

rs

Date

Name

Street

City State Zip

Dear \_\_\_\_\_:

Thank you for your generous gift of \$\_\_\_\_\_ in support of the Fund Name or Scholarship Name offered through the School/College at Oakland University.

**2<sup>nd</sup> Paragraph Alternative**

Scholarship availability is a very important factor in the lives of our students and is often the critical element in whether a student continues their education. In deciding to provide this scholarship, you are partnering with Oakland's **School/College** to encourage the continuing education of a deserving student. Your support significantly strengthens our ability to attract exceptional students to these programs and helps us in our continuing effort to build both annual and endowed scholarships.

**2<sup>nd</sup> Paragraph Alternative**

Simply stated, scholarships transform lives. With the rising cost of higher education, scholarships are more important now than ever before and make a critical difference in a student's ability to pursue their education and career dreams for the future. In addition, your contribution provides encouragement and motivation to these students.

**2<sup>nd</sup> Paragraph Alternative**

Oakland's character depends on our ability to provide scholarship assistance to promising students at the University. Your goodwill ensures that talented, motivated, and intellectually curious students will continue to have a place at the university. I can assure you that this gift serves the Oakland and its students well.

**2<sup>nd</sup> Paragraph Alternative**

Scholarships provide fundamental support to our students who know that higher education is the key to their future. Your longstanding generosity has transformed many lives and continues to help us attract the most talented students to our \_\_\_\_\_ programs.

Thank you again for your thoughtful gift and making a difference at Oakland University.

Sincerely,



---

rs

Date

Mr. and Mrs. \_\_\_\_\_

Address

Address

Dear \_\_\_\_\_,

It was a pleasure to meet you last \_\_\_\_day and to discuss ways that we can work together to support \_\_\_\_\_.

I was excited to hear more about your involvement in \_\_\_\_\_ (the community, the University, etc).

I will contact you next week to follow up on \_\_\_\_\_. I hope this is the start of a flourishing partnership between you and the University.

Yours truly,

Director of Development

Date

Donor

Address

City, State Zip

Dear Donor,

Thank you for your recent gift of \$\_\_\_ to the \_\_\_\_ Fund. The impact of your gifts on the University is far-reaching.

Your generosity supports the activities of «Who\_Benefits», which enables the «Department» department to continue providing the highest quality of education. With your gift we continue to offer programs which enhance the education of future educators and human services professionals.

Thank you for your investment in the School of Education and Human Services. We appreciate your decision to support the School and hope that our relationship with you continues for many years to come.

Sincerely,

Dean

cc: Department Chair or Program Director

*Dear \_\_\_\_\_,*

*Thank you so much for your generous contribution to support the <program> via this year's All University Fund Drive. It is so important to have the support of our own faculty and staff.*

*More importantly, with your gift the <school, department or program> will be able to reach more <students/children, etc>. I know this is at the heart of why you give to this school in so many ways.*

*Thank you for all that you do for the School! I truly appreciate you!*

*Warmly,*

*Director of Development*

DATE

«pref\_name» «degrees\_suffix»  
«spouse\_pref\_name» «spouse\_degrees\_suffix»  
«street1»  
«street2»  
«city», «state\_code» «zipcode»

Dear «jnt\_salutation»:

On behalf of **[university name]**'s faculty, staff, and students, thank you very much for your recent gift to the **[designation]**. Private philanthropy provides critical resources which allow students and faculty to pursue opportunities that might not otherwise be available. Our university is extremely fortunate to have donors such as you who recognize the importance of higher education and provide these gifts which help ensure the future of this special place.

We strive to preserve our legacy as the best student-centered learning experience in America and each and every gift helps us do just that. For example, the **[scholarship program(s)]** continue as signature scholarship opportunities enabling students to attend **[university name]**. And, in December the University received a \$\_\_ million commitment from **[name of donor(s)]** toward the development and construction of a multipurpose facility for the **[campus location name]** Campus and to assist in renovations of the **[building name]**. **[University name]** boasts record numbers of students competing and winning awards of national prominence including Goldwater, Fulbright and Udall awards to name just a few.

The success of **[university name]** can be felt throughout the globe and it is your commitment that helps fulfill our mission every day. We value your confidence and investment in **[university name]** and we look forward to sharing more news about our accomplishments in the future.

Cordially,

**[Signature]**

«DATE»

«ADDRESSEE»

«ADDRESS\_LINE\_1»

«ADDRESS\_LINE\_2»

«CITY», «STATE» «ZIP\_CODE»

Dear «SALUTATION»:

On behalf of Oklahoma City University, please accept our sincere thanks for your recent contribution of \$«AMOUNT» to the «FUND\_NAME\_1». You will find enclosed a receipt reflecting the charitable contribution portion of your gift.

As a result of your generous support, we are pleased to recognize you as a President's Partner. As a member of the President's Partners, you take your place among the special friends of the university who set an example for others by their willingness to provide leadership and through their commitment to the mission of the institution. They are recognized for their outstanding support of our efforts to offer our students an exceptional educational experience and instill in them a sense of servant leadership. Partners share our commitment to demonstrate that each OCU student truly is a name, not a number

As a result of your membership, you will receive VIP invitations to a variety of special campus events. While none of our President's Partners will likely be able to participate in every one, we hope you will be as active in the life of the university as your time will permit.

Thank you once again for your friendship and support and for your tangible demonstration of confidence in Oklahoma City University.

Sincerely,

Dale E. Ross  
Planned Giving Specialist

Enclosure

«DATE»

«CONTACT\_TITLE\_1» «CONTACT\_NAME\_1»  
«ADDRESSEE»  
«ADDRESS\_LINE\_1»  
«ADDRESS\_LINE\_2»  
«CITY», «STATE» «ZIP\_CODE»

Dear «SALUTATION»:

Thank you for your support of Oklahoma City University through your recent gift to the «FUND\_NAME\_1» Fund. You will find enclosed a receipt that reflects the amount of your charitable contribution, which you should maintain with your tax records.

Please know that our number one priority at OCU is to provide each student with an educational experience that will allow them to grow both intellectually and spiritually. Our most important work is preparing young men and women for meaningful lives and equipping them to make a positive difference in our world. These efforts could not be successful without your support.

One significant measure of the progress being made at OCU is through the financial support received from our alumni and friends. We sincerely appreciate your being an important part of that progress through your gift.

Sincerely,

John R. Hillis, Vice President  
University Advancement and External Relations

Enclosure

DATE

Dear NAME,

Thank you for advancing success at Oklahoma State University with your recent gift to the FACILITY FUND.

Students choose OSU for a variety of reasons, but all share a desire to gain knowledge and improve their lives. As state funding decreases, it becomes increasingly difficult for land-grant universities to maintain the type of learning environment our students need in today's world. Contributions like yours enable the COLLEGE NAME to improve our students' experience and ensure they receive a world class education.

Our current \$1 billion *Branding Success* campaign will make a significant mark in the history of Oklahoma State as it provides needed funding to advance our land-grant mission. We are more than half of the way to achieving our goal and your gift is a part of this historic accomplishment.

I sincerely appreciate your generosity and dedication to our college. You truly are making a difference in the life of our institution and its students.

Best regards,

DEAN  
TITLE  
COLLEGE



DATE

Dear NAME,

I honored with the opportunity to express my gratitude for your recent gift to the FACULTY FUND. On behalf of the faculty and staff here at the COLLEGE NAME, thank you for making a difference at Oklahoma State.

We treasure our students and without dedicated and hard working faculty, we could not provide them with the education they need to succeed. We live in a changing world, and at the COLLEGE NAME, our faculty work diligently to ensure they are not only providing proper instruction, but are also making discoveries through research that will improve our future.

Throughout our *Branding Success* campaign, I have been astounded again and again by the generosity of our alumni and friends. To date, we are more than half way to achieving our goal of \$1 billion, and it is because of people like you who are looking to the future and investing in Oklahoma State.

This is a historic time and we thank you for partnering with us in our land-grant mission to provide a high quality education to every willing and able student who enters our doors.

Warm Regards,

DEAN  
TITLE  
COLLEGE

DATE

Dear NAME,

Thank you for your recent gift to the PROGRAM FUND on behalf of the COLLEGE NAME. Your gift will enable us to touch even more lives and expand OSU's reach.

Part of our mission as a land-grant university is to take the knowledge gained here and transfer it to others. Programs like PROGRAM NAME enable us to do just that. Recently, ADD SENTENCE ABOUT PROGRAM DEVELOPMENTS.

Your support, along with thousands of others, is changing the future of our institution. In February 2010, we announced *Branding Success*, a \$1 billion campaign that will provide OSU with the resources it needs to succeed in a changing world. We are now more than half way to achieving our goal and the future of Oklahoma State has never been brighter.

Thank you for giving generously to ensure we can continue reaching out to others and advancing the world in which we live. Your generosity will have a lasting impact.

Sincerely,

DEAN  
TITLE  
COLLEGE

DATE

Dear NAME,

On behalf of the students and faculty in the COLLEGE NAME, I would like to express my appreciation for your recent gift to the SCHOLARSHIP FUND. Your contribution will help change the lives and futures of Oklahoma State University students, and words cannot adequately express how transformative this is.

OSU is home to some of the best and brightest students, but there are many more who desire an OSU education and simply do not have the means to achieve their degree. Scholarships enable these students to overcome financial barriers and imagine a future that isn't limited by current circumstances.

Thank you for understanding the need and investing in the lives of others. You are not alone. In the past year, we have seen incredible generosity from OSU friends and alumni as you've banded together to give back.

Education has the power to transform lives and we are fortunate to have people like you who support our land-grant mission. We truly appreciate all you do.

Best wishes,

DEAN  
TITLE  
COLLEGE

March 4, 2011

NAME

ADDRESS

ADDRESS

Dear Mr. NAME:

I am writing to thank you for your recent support of Olivet College's Risk Management and Insurance Center.

Your gift of \$2,500 is truly vital to the success of this institution and our insurance program. We currently offer undergraduate majors in financial planning, insurance and risk management, actuarial science, a minor in insurance claims investigation, and a Master of Business Administration in insurance, with three full-time and five part-time adjunct faculty. With 72 declared majors as of fall 2010, these are consistently some of Olivet's strongest programs.

Though my tenure at Olivet has just begun, I am quickly learning that we have generous supporters who believe so strongly in the future of this great college they are willing to invest in it. I personally thank you for your generosity and look forward to a long partnership with you.

For more information about your gift to the Olivet College, feel free to contact Ed Heator, Director of Development, at (269) xxx-xxxx or [name@olivetcollege.edu](mailto:name@olivetcollege.edu).

Thank you again for your support!

Sincerely,

Steven M. Corey, Ph.D.  
President

March 4, 2011

NAME

ADDRESS

ADDRESS

Dear Mr. NAME:

I am writing to thank you for your recent support of the Olivet College Annual Fund.

Your gift of \$1,000 is making a difference at Olivet. Whether it's replacing the staircases behind Shipherd Hall or improving a computer lab in the Mott Academic Center, your support of the Annual Fund enhances the student experience. It's truly a vital component to the success of this institution.

Ashley Mallo, a sophomore from Constantine, recently summed it up best when she said, "To support the everyday functions of the campus is to support the future of every student at Olivet College." *Every student* benefits from your gift to the Annual Fund. It's that simple.

Though my tenure at Olivet has just begun, I am quickly learning that we have generous supporters who believe so strongly in the future of this great college they are willing to invest in it. I personally thank you for your generosity and look forward to a long partnership with you.

For more information about your gift to the Olivet College Annual Fund, feel free to contact Nick Glaser, Director of the Annual Fund, at (269) xxx-xxxx [or name@olivetcollege.edu](mailto:or name@olivetcollege.edu).

Thank you again for your support!

Sincerely,

Steven M. Corey, Ph.D.  
President



Dear Mr. and Mrs. NAME:

Thank you for your contribution of (AMOUNT) to the Paul VI Catholic High School. Paul VI has a great number of projects that will enhance our academic program, our technology services, our building and our ability to provide need-based financial aid and scholarships to students and their families. Contributions, such as yours, help to make these projects happen.

Paul VI Catholic High School is a charitable, tax-exempt organization pursuant to section 501 (c) (3) of the Internal Revenue Code. Contributions are tax deductible to the extent the law allows and this letter can serve as your receipt. No goods or services were received in return for this contribution.

PVI is on a mission of excellence. We have a strong academic program, a well-rounded activities program, a championship athletic program and an extraordinary commitment to service. With the support of our parents, alumni, parents of alumni and friends...people like you...we can make our programs even stronger.

Thank you again for your support of Paul VI. May God bless you and your family.

Sincerely,

March 2011

Dear \_\_\_\_\_,

Thank you for your generous support of \_\_\_\_\_ and your gift to this year's Annual Fund.

This Spring Term, I am spending several hours a week back in the Harkness classroom, teaching math to preps. It's a joy to witness their energy as they rise to new challenges and hone the habits of mind that will serve them throughout their lives.

A great reward of being principal is to see students seizing so many opportunities to shape their futures. Recently, our 60-member Concert Choir and Chamber Orchestra returned from Québec, where they performed for hundreds of listeners in three venues. Another group led technology and social media teach-ins for faculty and staff.

Gifts like yours to the Annual Fund are instrumental to our ability to provide our students with extraordinary experiences. I am most grateful for all of the contributions you make to \_\_\_\_\_.

Sincerely,



November 22, 2010

Dear Ms ,

Thank you for your recent donation of \$00 to Pilgrim School in memory of X. X was a wonderful friend to Pilgrim, and your thoughtful donation is greatly appreciated.

With kind regards,

Mark A. Brooks  
Head of School

*Tax identification information.*

May 13, 2011

Name  
Address

Dear Nickname:

Thank you very much for your gift to XYZ College. The tremendous generosity of our alumni, parents, faculty, staff and friends is a source of great pride for XYZ. Because of the wonderful financial support of our donors, the College continues to thrive.

Support through private funding enables XYZ to provide financial assistance to students in need, to recruit and retain world-class faculty, and to foster an environment of academic excellence for our students. Additionally, your gifts help us to launch and sustain collaborative curriculum and research programs that enrich our students' educational experience and scholarly pursuits.

We are grateful for your help in encouraging and empowering our students through your support. Thanks so much for your gift.

Best regards,

## GIFT RECEIPT

Gift Processed Date	Designation	Amount
5/12/2011	Annual Fund	\$200.00
	Total:	<u>\$200.00</u>

This receipt is XYZ College's official acknowledgement of your gift. No benefits or tangible services were provided in exchange for this contribution. Your contribution is tax-deductible to the extent provided by law. Every effort has been made to ensure accuracy of this receipt. Regarding any discrepancies, please contact the XYZ College Advancement Office at (phone, email and address of College goes here).

On behalf of \_\_\_\_\_, I would like to express our sincere appreciation for your generous donation through the \_\_\_\_\_ Fund. Your contribution has been designated to support the University's new \_\_\_\_\_ project.

Through your giving, you have made a direct and enduring impact on shaping the careers – and contributions – of tomorrow's leaders in scientific research, mathematics, and medicine. Since science at \_\_\_\_\_ energizes intellectual rigor with a heartfelt call to change the world, you have also helped to improve the lives of thousands of people who will be served by the skills and sensitivity of \_\_\_\_\_ students.

You make it possible for \_\_\_\_\_ to continue providing an environment (insert mission here). On behalf of the entire university, I would like to thank you for giving our students a chance to learn, develop, and grow.

Sincerely,

March 17, 2011

Dear

We were very pleased to receive your gift of <\$Amount> for the <designation> fund. Thank you for your participation in the PCC Foundation's 2011 Faculty, Staff & Retiree Campaign. Gifts from PCC employees consistently impact the lives of our students, faculty, and staff and they strengthen both our College and the community. Your investment in our mission is greatly appreciated.

The PCC Foundation seeks to ensure that every student who wants to go to college can attend PCC regardless of their ability to pay. Your contribution is leveraging additional dollars for PCC students, as you supported the PCC Foundation in our successful pursuit the full Miller Foundation Challenge Match (see <http://www.pcc.edu/foundation>). The Miller funds will enable more students to attend PCC and realize their life and career goals.

The financial support from our faculty and staff is a testament to alumni, students, parents and friends that we believe in this institution and the difference we can make together in countless lives. Thank you.

Sincerely,

Jennifer Sonntag  
Alumni & Annual Fund Officer

P.S. To learn more about PCC students and the PCC Foundation, visit [www.pcc.edu/future](http://www.pcc.edu/future).

March 17, 2011

Dear,

We were very pleased to receive your gift of <\$AMOUNT> for the <DESIGNATION> fund. On behalf of the students who will benefit from your generous gift, please accept our heartfelt thanks.

As community friends and life long learners, our collective efforts change hundreds of students' lives and build careers, which ultimately strengthen our community. Your thoughtful philanthropy comes at a time when it's truly needed the most. PCC's enrollment has increased thirteen straight terms. Since 2007-08 financial aid applications to PCC have increased over 75%. Thank you for helping to respond to the immediate needs of our students.

The PCC Foundation's mission is aiding and promoting excellence at PCC by providing scholarships, equipment for teaching and training, and support for outstanding faculty. As the largest post-secondary institution in Oregon, we serve over 93,000 students each year. PCC is committed to an excellent, accessible education for every kind of student.

The PCC Foundation seeks to ensure that every student who wants to go to college can attend PCC regardless of their ability to pay. Your contribution is leveraging additional dollars for PCC students, as you supported the PCC Foundation in our successful pursuit the full Miller Foundation Challenge Match (see <http://www.pcc.edu/foundation>). The Miller funds will enable more students to attend PCC and realize their life and career goals.

As a friend and supporter, you are making opportunity happen for PCC students. Thank you.

Sincerely,

Jennifer Sonntag  
Alumni & Annual Fund Officer

P.S. Your gift could make a greater impact! If your employer hosts a matching gift program, it's possible that your gift will be doubled or even tripled. Please contact your company's human resources department for more details.

May 23, 2011

«Addressee»

«Address\_line\_1» «Address\_line\_2»

«City», «State» «ZIP\_Code»

Dear «Salutation»,

I was very pleased to hear the news of your annual board gift of «Amount» to the «Fund\_description\_1» fund. On behalf of the students who will benefit from your generous gift, please accept my heartfelt thanks.

The PCC Foundation has made great progress in its fundraising efforts since we launched capacity building in 2007. Those successes include fulfilling the Miller Challenge, which raised over \$1 million in scholarship gifts and resulted in increasing the number of scholarships available to PCC students this academic year. More scholarship awards, combined with other gifts for greatest need and programs, reflect an incredible accomplishment for the PCC Foundation!

I am grateful to you for your leadership and active participation as a PCC Foundation Board member. Our collective efforts directly impact and improve hundreds of students' lives and build careers, which ultimately strengthen our community. Your service and thoughtful philanthropy come during a time when it's truly needed the most, as PCC's enrollment has increased nine straight terms and we've received over 30,000 requests for financial aid this school year alone. The work of the PCC Foundation is responding to the immediate needs of our students and programs, while also looking ahead to the future, including a potential comprehensive campaign.

I look forward to our work together this year. Thank you for the many ways that you are supporting the College and the Foundation!

Sincerely,

Preston Pulliams  
District President

Date

Name

Address Block 1

ADD Block 2

Add Block 3

Dear ,

Thank you for your recent support of Portsmouth Abbey School through the Annual Fund. Your gift to the Annual Fund strengthens Portsmouth Abbey by providing for financial aid, faculty salaries, classroom resources, athletic and artistic endeavors, and campus upkeep. When fully funded, the Annual Fund provides eight percent of the School's operating budget, affording the appropriate resources for our teachers, coaches, monks and staff to shape the lives of our students.

By supporting Portsmouth you are making a statement about your commitment to the School, and for that we are most grateful. The students and faculty reap the benefits of your philanthropy and, through your support, the School can, with confidence, fulfill its mission of educating students in knowledge and grace. I hope we will have the opportunity to welcome you to campus for a visit during this academic year so that you can see your dollars at work. Thank you again for all that you do for the School.

Kind regards,

Polly C. Antol

Director of the Annual Fund

DATE

NAME

ADDRESS

CITY, STATE ZIP

Dear SALUTATION,

Thank you for your continuing support of Purdue Agriculture with your generous gift to the FUND NAME. Your support is greatly appreciated.

Private support plays a tremendous role in advancing the vision and mission of the College of Agriculture and your recent gift indicates to me that we share a commitment to the success of the students, faculty and staff at Purdue. The state appropriation percentage of Purdue's annual operating budget has been steadily decreasing from 40% in 2002 to 27% for 2011. Private support is vital to advancing our University.

By putting science into practice, we are answering questions and solving problems that affect every aspect of our lives. With your help, we are able to pioneer innovative methods in addressing major challenges to our state, the country, and the world. Fighting disease, improving crops, analyzing the economy and fighting world hunger are areas where Purdue Agriculture is making an impact.

The College of Agriculture has many programs which benefit the communities in which we live but also the nation and world. Purdue Extension is at the forefront of delivering timely and relevant information and solutions to problems facing our society. Our programs help apply current research-based knowledge to explain the difficult issues, and provide new information to thousands of people every year. The Animal Disease Diagnostic Lab serves the people of Indiana by diagnosing disease in livestock, wildlife and pets. They serve everyone from veterinarians to pet owners to state officials.

The support of loyal friends and alumni like you is essential to helping us fulfill our mission of outstanding teaching, research, and outreach. Thank you for your generosity!

Sincerely,

Jay Akridge

Glenn W. Sample Dean of Agriculture



May 23, 2011

«Addressee»  
«Organization\_Name»  
«Address\_line\_1»  
«Address\_line\_2»  
«Address\_line\_3»  
«Address\_line\_4»  
«Address\_line\_5»  
«City», «State» «ZIP\_Code»

Dear «Salutation»,

On behalf of Randolph-Macon Academy, we would like to thank you for your generous donation of «Amount» to the «Fund\_description\_1». Your contribution makes it possible for us to make the R-MA educational experience one of unparalleled excellence.

It is R-MA's mission to prepare each student for success in life by inspiring academic achievement, integrity, leadership skills and responsible citizenship. The investment you made in R-MA makes this a reality.

The values-based, academically-challenging and structured environment at R-MA helped the Class of 2010 enter the college or university of their choice. Our educational excellence cannot be sustained without your continued support.

Once again thank you for your generous donation.

Sincerely,

Kittie Callaghan Abell, CFRE  
Vice President of Development

Christine L. Meyer  
Director of Development

*No goods or services of any value were or will be transferred to you in connection with this donation. Please keep this written acknowledgment of your donation for your tax records.*

*"I've never had a friend who lives in so spiritual a realm as Mr. Ayers, and I know that through his courage and humility and faith in the power of art—through his very ability to find happiness and purpose—he has awakened something in me."*

—Steve Lopez, author of *The Soloist*

May 23, 2011

«Addressee»«Organization\_Name»

«Address\_line\_1» «Address\_line\_2» «Address\_line\_3»

«City», «State» «ZIP\_Code»

Dear «Salutation»,

On behalf of the entire community of Regis Jesuit High School, thank you for your donation. As a reminder, all alumni giving is directed toward the Alumni Class Scholarship Program. Your commitment of «Amount» will help provide tuition assistance to students who might not otherwise be able to attend Regis Jesuit. As always, we are committed to putting our resources to work to create an environment in which our students will distinguish themselves academically, athletically and artistically as they grow through powerful experiences of leadership, faith and service.

We have launched a ONE BOOK ONE COMMUNITY program in the school. *The Soloist* by Steve Lopez is our selection this first year. It is a compelling true story of a newspaper columnist who develops a life-changing relationship with Nathaniel Anthony Ayers, a man with exceptional musical talent who is also homeless and mentally ill. There are special events and activities planned throughout the school year for all members of our community, including alumni. We invite your participation in this program as well, both in reading the book and in joining us at the various events planned. You can find out more on our website, [www.regisjesuit.com/library](http://www.regisjesuit.com/library).

Our hope is that the ONE BOOK ONE COMMUNITY program will further strengthen our bonds as a community, while awakening and inspiring in all of us new pathways toward becoming *Men and Women with and for Others*. Please accept my sincere gratitude for your generosity and support of this mission. We hope to see you at an alumni event soon! Visit [www.regisjesuit.com/alumnierevents](http://www.regisjesuit.com/alumnierevents).

Sincerely,

Paul A. Muller  
Director of Alumni Relations

*This letter will serve as your receipt for tax purposes.  
No goods or services were provided in exchange for this contribution.*

**Please remember Regis Jesuit High School in your will, trust or other estate plans.**

«ACK\_LAYERED\_NAME\_3»  
«ACK\_ORG\_SECOND\_CONTACT»  
«DV\_PREF\_STR1»«DV\_PREF\_STR1\_ORG1»  
«DV\_PREF\_STR2»«DV\_PREF\_STR2\_ORG1»  
«DV\_PREF\_STR3»«DV\_PREF\_STR3\_ORG1»  
«DV\_PREF\_CITY»«DV\_PREF\_CITY\_ORG1»,  
«DV\_PREF\_STATE»«DV\_PREF\_STATE\_ORG1» «DV\_PREF\_ZIP»«DV\_PREF\_ZIP\_ORG1»  
«DV\_PREF\_NATN»«DV\_PREF\_NATN\_ORG1»

## GIFT RECEIPT

Thank you for your recent IRS distribution directed to Rhodes College. Your support helps sustain the excellence of Rhodes and its commitment to offer an outstanding education to each student in our community.

We greatly appreciate your support. Please keep this acknowledgement for your income tax records.

### ***Information for your tax records:***

Processed Date: «ACK\_GIFT\_DATE»

Current Receipt: «ACK\_GIFT\_DESG\_AMT» «ACK\_GIFT\_TYPE\_DESC»

***Please retain this letter with your important tax documents and provide a copy to your tax preparer.*** Your IRA distribution is made pursuant to the IRA distribution provisions of The Pension Protection Act of 2008. We received your gift directly from your IRA plan administrator. It is our understanding that it is your intention that your gift qualify as a qualified charitable distribution from your IRA under Section 1201 of the Pension Protection Act of 2006 and Sec. 408(d)(8) of the Internal Revenue Code of 1986, as amended. In that connection, we warrant to you that Rhodes College is a Section 501(c)(3) organization. Our organization is qualified under Section 170(b)(1)(A)(ii) and Section 509(a)(1) of the Internal Revenue Code and we warrant that your gift was not and will not be transferred to a donor advised fund or to a supporting organization as described in Section 509(a)(3). We further warrant that no goods or services of any value were or will be transferred to you in connection with this distribution.

Comments: «ACK\_GIFT\_COMMENT»

Allocation: «ACK\_GIFT\_DESG»

Gift Number: «ACK\_GIFT\_NO»

**THANK YOU!**

«ACK\_PLDG\_DATE»

«ACK\_LAYERED\_NAME\_3»

«ACK\_ORG\_SECOND\_CONTACT»

«DV\_PREF\_STR1»«DV\_PREF\_STR1\_ORG1»

«DV\_PREF\_STR2»«DV\_PREF\_STR2\_ORG1»

«DV\_PREF\_STR3»«DV\_PREF\_STR3\_ORG1»

«DV\_PREF\_CITY»«DV\_PREF\_CITY\_ORG1», «DV\_PREF\_STATE»«DV\_PREF\_STATE\_ORG1»

«DV\_PREF\_ZIP»«DV\_PREF\_ZIP\_ORG1» «DV\_PREF\_NATN»«DV\_PREF\_NATN\_ORG1»

Dear «DV\_SALU\_NAME»«DV\_SALU\_COMB\_NAME»,

I recently learned about your decision to make a gift to Rhodes College. Thank you so much for your help in sustaining the excellence of Rhodes.

Through your gift, you provide resources for us to offer a challenging, inclusive and culturally broadening college education. Our goal is to graduate lifelong learners, engaged citizens and effective leaders. Through our outstanding faculty, wide range of learning opportunities and inspiring campus environment, we seek to empower our talented and diverse students. Your generosity is crucial to our success.

Thank you for the vital role you play at Rhodes College. We greatly appreciate your support. I look forward to hearing from you soon.

Sincerely,

Brenda A. Eckles  
Director of Advancement Services

*If you wish, you may make your gift online by visiting [www.rhodes.edu/gift](http://www.rhodes.edu/gift)  
or*

*You may detach and return the lower portion with your gift using the enclosed envelope*

«DV\_ID»-«ACK\_PLDG\_NUMBER»

«ACK\_PLDG\_DESG»

Amount: «ACK\_PLDG\_DESG\_AMT»

«ACK\_PLDG\_COMMENT»

«ACK\_LAYERED\_NAME\_3»

«ACK\_ORG\_SECOND\_CONTACT»

«DV\_PREF\_STR1»«DV\_PREF\_STR1\_ORG1»

«DV\_PREF\_STR2»«DV\_PREF\_STR2\_ORG1»

«DV\_PREF\_STR3»«DV\_PREF\_STR3\_ORG1»

«DV\_PREF\_CITY»«DV\_PREF\_CITY\_ORG1», «DV\_PREF\_STATE»«DV\_PREF\_STATE\_ORG1»

«DV\_PREF\_ZIP»«DV\_PREF\_ZIP\_ORG1» «DV\_PREF\_NATN»«DV\_PREF\_NATN\_ORG1»

«ACK\_LAYERED\_NAME\_3»  
«ACK\_ORG\_SECOND\_CONTACT»  
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«DV\_PREF\_STR2»«DV\_PREF\_STR2\_ORG1»  
«DV\_PREF\_STR3»«DV\_PREF\_STR3\_ORG1»  
«DV\_PREF\_CITY»«DV\_PREF\_CITY\_ORG1»,  
«DV\_PREF\_STATE»«DV\_PREF\_STATE\_ORG1» «DV\_PREF\_ZIP»«DV\_PREF\_ZIP\_ORG1»  
«DV\_PREF\_NATN»«DV\_PREF\_NATN\_ORG1»

## **GIFT RECEIPT**

Thank you for your recent gift to Rhodes College. Your support helps sustain the excellence of Rhodes and its commitment to offer an outstanding education to each student in our community.

We greatly appreciate your support. Please keep this acknowledgement for your income tax records.

### ***Information for your tax records:***

Processed Date: «ACK\_GIFT\_DATE»

Current Receipt: «ACK\_GIFT\_DESG\_AMT» «ACK\_GIFT\_TYPE\_DESC»

***Please keep this gift receipt; it is required by the IRS for your tax records.*** In return for your gift to Rhodes, benefits received by you are insubstantial under IRS guidelines. The full amount of your gift is tax deductible, subject to other IRS rules and regulations.

Comments: «ACK\_GIFT\_COMMENT»

Allocation: «ACK\_GIFT\_DESG»

Gift Number: «ACK\_GIFT\_NO»

**THANK YOU!**

«ACK\_LAYERED\_NAME\_3»  
«ACK\_ORG\_SECOND\_CONTACT»  
«DV\_PREF\_STR1»«DV\_PREF\_STR1\_ORG1»  
«DV\_PREF\_STR2»«DV\_PREF\_STR2\_ORG1»  
«DV\_PREF\_STR3»«DV\_PREF\_STR3\_ORG1»  
«DV\_PREF\_CITY»«DV\_PREF\_CITY\_ORG1»,  
«DV\_PREF\_STATE»«DV\_PREF\_STATE\_ORG1» «DV\_PREF\_ZIP»«DV\_PREF\_ZIP\_ORG1»  
«DV\_PREF\_NATN»«DV\_PREF\_NATN\_ORG1»

## GIFT RECEIPT

Thank you for your recent gift to Rhodes College. Your support helps sustain the excellence of Rhodes and its commitment to offer an outstanding education to each student in our community.

We greatly appreciate your support. Please keep this acknowledgement for your income tax records.

### ***Information for your tax records:***

Processed Date: «ACK\_GIFT\_DATE»

Current Receipt: «ACK\_GIFT\_DESG\_AMT» «ACK\_GIFT\_TYPE\_DESC»

***Please keep this gift receipt; it is required by the IRS for your tax records.*** In return for your gift to Rhodes, benefits received by you are insubstantial under IRS guidelines. The full amount of your gift is tax deductible, subject to other IRS rules and regulations.

Comments: «ACK\_GIFT\_COMMENT»

Allocation: «ACK\_GIFT\_DESG»

Gift Number: «ACK\_GIFT\_NO»

Current pledge:«ACK\_PLDG\_DESG\_AMT»

Gifts received:«ACK\_PLDG\_DESG\_PAID»

Balance:«ACK\_PLDG\_DESG\_BAL»

**THANK YOU!**

X  
X  
x

Dear x,

On behalf of the students, faculty and staff of Westminster Choir College of Rider University, I would like to thank you for your contribution to the (Fund) in the amount of (Gift Amount) credited on (Gift Date). Your contribution helps Westminster continue its long legacy of performing with the world's leading orchestras and nurturing future leaders to actively participate in the demanding world of music. We will be delighted to acknowledge your gift in the 2010-2011 Honor Roll of Donors.

Today, more than 90 percent of our students receive financial aid. Your Westminster Scholarship Fund gift helps deserving young people develop in an educational setting where they blossom not only as musical artists but also as outstanding citizens. Your gift opens the door to these opportunities and provides essential support for their professional and personal growth.

Again, thank you for your generosity and commitment to Westminster Choir College.

Sincerely,

Katherine A. Wadley WCC '02  
Associate Director of Annual Giving

August 19, 2010

X  
X  
x

Dear x,

On behalf of the Rider University community, I would like to thank you for your donation to the (Fund) in the amount of (gift amount) credited on (gift date). Your contribution helps Rider remain a strong, vibrant University – ranked by *U.S. News & World Report* as one of the top-tier regional universities. Please note that we will be delighted to acknowledge your gift on the 2010-2011 *Honor Roll of Donors*.

Today, more than 90 percent of our students receive financial aid. Your Rider Scholarship Fund gift helps deserving young people experience a University where they benefit from an unusually high level of collaboration, engaged learning, and personal attention. In fact, *The Princeton Review* features the University in its new 2011 edition of its annual college guide, *The Best 373 Colleges*, praising Rider for its small class sizes, appealing coursework and ethnic diversity, and quotes extensively from Rider students the company surveyed for the book. “Professors are very easy to contact and are always excited to help answer a question, even when you don’t have them as a professor anymore,” related one Accounting major. “It is easy to build close, personal relationships with your professors, and that really helps students do well in the classroom.”

Your gift helps open the door to these opportunities and relationships, and provides essential support for our students’ professional and personal growth. Again, thank you for your benevolence and your commitment to our students and our university community.

Sincerely,

Ilyndove F. Healy  
Director of Annual Giving



May 23, 2011

X  
X  
x

Dear [name],

On behalf of the students, faculty and staff of Westminster Choir College of Rider University, I would like to thank you for your contribution to the (Fund) in the amount of (Gift Amount) credited on (Gift Date). Your generosity helps Westminster continue our long legacy of performing with the world's leading orchestras and conductors and nurturing future leaders in the world of music. We will be delighted to acknowledge your gift in the 2010-2011 Honor Roll of Donors.

We take great satisfaction in helping our students become not only musical artists but also outstanding citizens. By helping to maintain Westminster's distinguished faculty and stellar performance opportunities, your gift strengthens our students' learning experiences and provides essential support for their professional and personal growth. And for this I thank you.

Sincerely,

Katherine A. Wadley WCC '02  
Associate Director of Annual Giving

May 23, 2011

X  
X  
x

Dear x,

On behalf of the Rider University community, I would like to express my appreciation for your contribution to the (Fund) in the amount of (Gift Amount) credited on (Gift Date). Your gift is an expression of your caring spirit and represents an investment in Rider's future and we are delighted to acknowledge you in the 2008-2009 Honor Roll of Donors.

Building on 144 years of distinguished achievements, your Rider Fund gift supports Rider University's dedication to educating the whole student. Rider places students at the center of its learning and living community. Feel proud knowing that with your help, Rider graduates are contributing to the cultural, social and economic life of our communities, the nation and world.

Sincerely,

Ilyndove F. Healy  
Director of Annual Giving

May 23, 2011

X  
X  
x

Dear x,

On behalf of the Rider University community, I would like to express my appreciation for your participation in the 2009-2010 Faculty and Staff Campaign. Your pledge in the amount of (\$\$) to the (Fund) entered on (Gift Date) is a demonstration of your caring spirit and represents an investment in Rider's future. As instructed by you, a payroll deduction of \$\_\_\_\_\_ will begin this month. We will be delighted to acknowledge your gift in the 2009-2010 Honor Roll of Donors.

As you know, the faculty and staff annual giving campaign directly supports the most critical and fundamental needs of the University. Rider places students at the center of its learning and living community and your financial support is extremely important and reflects your commitment to the University's success. You can feel justifiably proud, as a member of the Rider community, knowing that with your help; tomorrow's Rider graduates will contribute to the cultural, social and economic life of our communities, the nation and world. Your gift impacts their future.

Sincerely,

Ilyndove F. Healy  
Director of Annual Giving

May 23, 2011

X  
X  
x

Dear x,

On behalf of the Rider University community, I would like to thank you for your contribution to the (Fund) in the amount of (Gift Amount) credited on (Gift Date). Your participation in the 2010-2011 Faculty and Staff Campaign is one of many factors that assures that Rider remains strong and prominent. We are honored to acknowledge your gift in the 2010-2011 Honor Roll of Donors.

As you well know, a Rider education provides an unusually high level of collaboration, engaged learning, and personal attention. From our classrooms to our learning communities, our students hone critical-thinking skills and gain hands-on experience with real-world issues. By addressing the University's most critical and fundamental needs, your gift – along with your professional commitment to fulfilling Rider's mission – helps strengthen our students' learning experiences and provides essential support for their professional and personal growth.

Again, thank you for your generosity and for demonstrating your commitment to our University community.

Sincerely,

Jonathan D. Meer  
Vice President, University Advancement

May 23, 2011

X  
X  
x

Dear x,

On behalf of the Rider University community, I would like to thank you for your donation to the (Fund) in the amount of (gift amount) credited on (gift date). Your contribution helps Rider remain a strong, vibrant University – ranked by *U.S. News & World Report* as one of the top-tier regional universities. Please note that we will be delighted to acknowledge your gift in the 2010-2011 *Honor Roll of Donors*.

Your (Fund) gift strengthens our students' learning experiences today and also their preparation for the challenging world of tomorrow. With a student/faculty ratio of 13 to 1, Rider provides an unusually high level of collaboration, engaged learning, and personal attention. In fact, *The Princeton Review* features the University in its new 2011 edition of its annual college guide, *The Best 373 Colleges*, praising Rider for its small class sizes, appealing coursework and ethnic diversity, and quotes extensively from Rider students the company surveyed for the book. "Professors are very easy to contact and are always excited to help answer a question, even when you don't have them as a professor anymore," related one Accounting major. "It is easy to build close, personal relationships with your professors, and that really helps students do well in the classroom."

Your gift helps open the door to these opportunities and relationships, and provides essential support for our students' professional and personal growth. Again, thank you for your benevolence and your commitment to our students and our university community.

Sincerely,

Ilyndove F. Healy  
Director of Annual Giving

May 23, 2011

X  
X  
x

Dear x,

On behalf of the students, faculty and staff of Westminster Conservatory of Rider University, I would like to thank you for your contribution to the (Fund) in the amount of (Gift Amount) credited on (Gift Date). Your contribution helps the Conservatory continue its legacy of providing first-class instruction and performance opportunities to nurture musical talent. We will be delighted to acknowledge your gift in the 2010-2011 Honor Roll of Donors.

By helping to maintain the Conservatory's distinguished faculty and stellar performance opportunities, your gift strengthens our students' learning experiences and provides essential support for their professional and personal growth. We take great satisfaction in helping our students blossom both as musical artists and outstanding citizens.

Again, thank you for your generosity and commitment to the Westminster Conservatory and its talented students.

Sincerely,

Jonathan D. Meer  
Vice President, University Advancement

May 23, 2011

X  
X  
x

Dear x,

On behalf of the Westminster Conservatory community, I would like to thank you for your contribution to the (Fund) in the amount of (Gift Amount) credited on (Gift Date). Your participation in the 2010-2011 Faculty and Staff Campaign is one of many factors assuring that the Conservatory continues its legacy of nurturing musical talent by providing first-class instruction and performance opportunities. We will be delighted to acknowledge your gift in the 2010-2011 Honor Roll of Donors.

By addressing the Conservatory's most critical and fundamental needs, you help provide our students with an educational setting where they blossom not only as musical artists but also as outstanding citizens. Your gift – along with your professional commitment to fulfilling the Conservatory's mission – strengthens their learning experience and provides essential support for their professional and personal growth.

Again, thank you for your generosity, loyalty, and commitment to the Westminster Conservatory.

Sincerely,

Jonathan D. Meer  
Vice President, University Advancement

May 23, 2011

X  
X  
x

Dear x,

On behalf of the Westminster Choir College community, I would like to thank you for your contribution to the (Fund) in the amount of (Gift Amount) credited on (Gift Date). Your participation in the 2010-2011 Faculty and Staff Campaign is one of many factors that assures that Westminster is able to continue its long legacy of performing with the world's leading orchestras and conductors and nurturing future leaders in the world of music. We will be delighted to acknowledge your gift in the 2010-2011 Honor Roll of Donors.

By addressing Westminster's most critical and fundamental needs, you help provide our students with an educational setting where they blossom not only as musical artists but also as outstanding citizens as they prepare for the challenging world of tomorrow.

Again, thank you for your generosity, loyalty, and commitment to our students.

Sincerely,

Jonathan D. Meer  
Vice President, University Advancement



It is a pleasure to thank you for your recent gift to The Annual Fund for the 2010-11 academic year. We are honored to recognize you as leadership donors and members of the XYZ Society, and deeply appreciate your continuing support of our mission to educate our students for global citizenship and responsible leadership.

Our students, faculty, and staff have strived to earn a reputation as one of the finest liberal arts colleges in the country. We have earned this distinction by providing world-class instruction, innovative curricula, nationally ranked programs—including our recent top ten ranking for students participating in study-abroad programs, and a solid commitment to our community. Your contribution strengthens the College and its distinguished programs.

On behalf of the students who will benefit from your generous support, we thank you.

March 21, 2011

Cynthia Diaz  
400 East Mosholu Parkway S Apt B4  
Bronx, NY 10458-1775

Dear Cynthia,

On behalf of the Board of Trustees and my colleagues at the Rudolf Steiner School, I would like to thank you for your thoughtful gift of \$20.00 to the 2010-2011 Annual Fund.

As an alumnus of our school, your gift to the Annual Fund is deeply appreciated. Your contribution helps us to support student scholarships, expand educational programs, increase faculty salaries and provide enrichment, and fund the day-to-day operations of the School.

We at the Rudolf Steiner School are especially grateful for your contribution during our **Gift Matching Challenge**. Because you made a donation during this challenge, your gift has been generously matched by an anonymous alumni donor – providing additional financial support to the school's Annual Fund.

Alumni are the legacies and backbone of our institution and we are blessed to be sustained by such a strong community of individuals like you. Your support ensures that future generations of Rudolf Steiner students will receive the same unique education that you experienced as a student.

Sincerely yours,

Eileen Diskin  
Director of Alumni and Community Relations

With this letter, the Rudolf Steiner School acknowledges your online gift of \$20.00, received 3/21/2011. No goods or services were provided in exchange for this gift. Federal Tax ID: 13-1624162.

March 21, 2011

Laura Kraber  
102 Fort Greene Place # 2  
Brooklyn, NY 11217-1419

Dear Laura,

On behalf of the Board of Trustees and my colleagues at the Rudolf Steiner School, I would like to thank you for your thoughtful gift of \$100.00 to the 2010-2011 Annual Fund.

As an alumnus of our school, your gift to the Annual Fund is deeply appreciated. Your contribution helps us to support student scholarships, expand educational programs, increase faculty salaries and provide enrichment, and fund the day-to-day operations of the School.

We at Rudolf Steiner School are especially grateful for your contribution during our **Gift Matching Challenge**. Because you made a donation during this challenge, your gift has been generously matched by an anonymous alumni donor – providing additional financial support to the school's Annual Fund.

Alumni are the legacies and backbone of our institution and we are blessed to be sustained by such a strong community of individuals like you. Your support ensures that future generations of Rudolf Steiner students will receive the same unique education that you experienced as a student.

Sincerely yours,

Eileen Diskin  
Director of Alumni and Community Relations

With this letter, the Rudolf Steiner School acknowledges your gift of \$100.00, check #348, received 3/21/2011. No goods or services were provided in exchange for this gift. Federal Tax ID: 13-1624162.

March 21, 2011

Dear \_\_\_\_\_,

On behalf of the Board of Trustees and my colleagues at the Rudolf Steiner School, I would like to thank you for your thoughtful gift of \_\_\_\_\_ to the 2010-2011 Annual Fund.

As an alumnus of our school, your gift to the Annual Fund is deeply appreciated. Your contribution helps us to support student scholarships, expand educational programs, increase faculty salaries and provide enrichment, and fund the day-to-day operations of the School.

We at the \_\_\_\_\_ are especially grateful for your contribution during our **Gift Matching Challenge**. Because you made a donation during this challenge, your gift has been generously matched by an anonymous alumni donor – providing additional financial support to the school's Annual Fund.

Alumni are the legacies and backbone of our institution and we are blessed to be sustained by such a strong community of individuals like you. Your support ensures that future generations of Rudolf Steiner students will receive the same unique education that you experienced as a student.

Sincerely yours,

With this letter, the Rudolf Steiner School acknowledges your gift of \$\_\_\_\_, check \_\_\_\_\_, received\_\_\_\_\_. No goods or services were provided in exchange for this gift. Federal Tax ID: \_\_\_\_\_

**Standard Acknowledgement Letter currently being used at Ryerson University for donors giving \$500 and up. We are incorporating our “making a mark” messaging that was created for our new campaign**

Your support is making a mark. Thanks to you, Ryerson students aren't just learning. They're innovating, leading, creating, exploring and discovering.

Your gift means students have access to distinctive programs, experts in their field, new technologies and so much more. With skills and experiences grounded in the real world, Ryerson students are able to see potential, seize opportunities and find solutions.

Ryerson students are making their mark too, thanks to you. They're making our city and world more habitable. They're advancing green technologies, exploring digital landscapes, creating provocative art, healing the mind and body, launching bold businesses and on and on.

The impressive achievements of Ryerson students are made possible because of you. On behalf of the students and everyone at the university, thank you for your generosity. A charitable tax receipt is attached for your records.

Date

Name

Address

City, ST Zip

Dear <Casual Joint Salutation>,

I was so pleased that you were able to join us on <Date> for the Dedication Ceremony to honor benefactors of <Campus Initiative>. This event was the celebration of a major milestone in the growth of <University Name> and I am thankful that you could be a part of it. In recognition of your generosity, enclosed is a framed photograph as a keepsake from that memorable day. I hope you will look back fondly on this photo and remember this very special day.

As a supporter of the effort to acquire <Campus Initiative>, you realize more than most, the lasting impact that this campus will have for generations of students to come. Few universities have had this once-in-a-lifetime opportunity to redefine itself with one single, dramatic event. The <Campus Initiative> is already enabling the University to expand our academic programs, add the newest technologies, strengthen our fine arts, athletics, and student life offerings, and, most importantly, to enhance <University Name> commitment to the most important members of our University community – our students. Thank you for your leadership and support of our efforts.

<Casual Salutation>, your friendship has meant a great deal to me and your partnership with the University has had a profound effect on advancing our mission. May God continue to bless you, your loved ones and <University Name>.

Gratefully,

University President

Date

Name

Address 1

Address 2

City, State Zip

Dear <First Name>,

On behalf of the entire <UNIVERSITY> community, please accept my sincere thanks for your recent donation in the amount of <GIFT AMOUNT> in support of <CAMPAIGN NAME>. Your generosity helps provide for the needs of the University today and in the future. As requested, your gift will benefit the <Designation Description>.

Through your support, you have demonstrated your commitment to “be the change” at <UNIVERSITY>. With gifts like yours, we are able to enhance our academic programming, sustain student scholarships, attract outstanding faculty and provide opportunities for intellectual and personal growth for our students. The work that you do every day for this fine University makes a difference in the lives of the most important members of our community – our students!

<First Name>, you help to sustain the Jesuit ideals which are vital to the transformative experience we provide to our students. Your donation, on top of such dedicated service and support, is generous beyond measure. Thank you once again for your loyalty to <UNIVERSITY> and your commitment to our students.

May God continue to bless you and <UNIVERSITY>!

Gratefully,

<PRESIDENT’S NAME>

President

Date

Name

Address

Address

Dear Casual Salutation,

Unbelievable! I wanted to express my sincere thanks to you both for your recent gift of \$<GIFT AMOUNT> supporting <CAMPAIGN NAME> and your commitment to the <DESIGNATION>. I cannot tell you how grateful I am that you decided to fulfill your commitment a full two years ahead of schedule! I would be remiss if I did not thank you as well for your dedication to the <ALUMNI GROUP> and our efforts in the city. You two are simply the best!

As you saw firsthand at the <NAME OF CAMPAIGN EVENT> on <DATE>, the initiatives set forth in this transformational campaign have changed the face of <UNIVERSITY NAME> forever. The openings of the <CAMPAIGN INITIATIVE> and the <CAMPAIGN INITIATIVE> along with the renovations to the <CAMPAIGN INITIATIVE> and the <CAMPAIGN INITIATIVE> have seen the University grow by leaps and bounds. Progress continues on the construction of the <CAMPAIGN INITIATIVE> and the <FUTURE CAMPAIGN INITIATIVE> as well. At the heart of this journey has been an overriding commitment to providing the best academic and student life experience to the most important members of the University community – our students.

<CASUAL SALUTATION>, I hope it brought you great joy on <EVENT DATE> to see your plaque displayed on the <NAMING OPPORTUNITY> where hundreds of students enjoy the benefits of your generosity each and every day. I understand you brought several students on a tour of campus recently. If we can be of any assistance as these students finalize their college choices, please do not hesitate to reach out to <GIFT OFFICER>.

Your friendship has meant a great deal to me and your partnership with the University has had a profound effect on advancing our mission. Please give my best to <STUDENT CHILD'S NAME> and continued success to all of you in the future! God's blessings.

Gratefully,

<PRESIDENT'S NAME>

<FULL TITLE>



Date

Name

Address

Address

Dear Casual Salutation,

Please accept my gratitude for your recent gift of <GIFT AMOUNT> to <Name> University. With this donation, benefitting the <GIFT DESIGNATION>, you will be recognized at the <CLUB> level within <Giving Society>. Thank you as well for arranging the anticipated matching gift from <MATCHING GIFT COMPANY>. With each gift to the University, we are strengthening our academic programs, improving our curriculum, and fully living out our mission. Your support is very much appreciated.

<Name> University is committed to enhancing the overall academic experience for each one of our students. All areas of the student experience benefit from your generous support. From service programs and student scholarships, to faculty support and library materials, each gift allows the University to perform at the highest level. Additionally, the physical growth on campus is providing an even more vibrant community for our students extending far beyond the classroom. This is certainly an exciting time to be a <University Nickname>!

Casual Salutation, with the commitment of <alumni/parents/friends>, such as you, we have accomplished much here at <Name> University. Due in large part to your belief in the value of a Catholic, Jesuit education, we are well poised for the future. Thank you again for your generosity.

Sincerely,

<Signer's Name>

<Title>

DATE

NAME

ADDRESS 1

ADDRESS 2

CITY, STATE ZIP

Dear SALUTATION,

On behalf of XX College, I am writing to thank you for your recent gift of \$AMOUNT to support DESIGNATION. At a small, liberal arts institution like XX, each gift has an impact on the success of the students, faculty and College, and we are sincerely appreciative of your support. CUSTOM PARAGRAPH:

#### Pledge Payment

This gift represents a payment on a X-year, \$XX gift. Although we relay our gratitude for each individual gift, I would like to extend a special thank you for your commitment. Your ongoing dedication and fidelity is a true reflection of the Benedictine values that resonate throughout the activities, students, alumni, friends, faculty, and administration of XX College.

#### Scholarship Gift

As one of the most direct methods of student support, your contribution to one of the many College scholarships will have a life-long impact on a student recipient. Providing accessibility to education is imperative and will help to educate the leaders of the future.

#### Unrestricted Blurb

Unrestricted resources provide vital support for all of XX's programs. From the lab to the dormitory and the athletic fields to the classroom, every student, faculty member, and administrator benefits from the unrestricted gifts – and for this we are deeply grateful.

#### Annual Fund Gift (\$1 - \$999)

At a small, liberal arts institution like XX, each gift has an impact on the success of the students, faculty and College, and we are sincerely appreciative of your support.

#### COLLEGE UPDATE BLURB

We are deeply grateful for your support and for your commitment to XX College.

Sincerely,

Director  
Annual Fund

*In accordance with Internal Revenue Service requirements, this letter also serves to certify that XX College has not provided to you any goods or services in consideration, in whole or part, for this contribution.*

**Please retain this letter for your income tax purposes.**

«date»

«address»

«address2»

«city», «st» «zip»

Dear «sal»:

Thank you for giving to San José State University during the 2009-2010 fiscal year. As a result, your contribution of \_\_\_\_\_ during the last fiscal year places you in our Gateway Club recognition society as a **Brick & Tile Patron**. You join many other committed and motivated people who choose to invest in San José State and the future of our students, and for that, we thank you!

Your annual gifts to the university help provide the much needed resources and tools our students need to succeed in the workplace and in life. With your support, San José State will extend our impact and shape people's lives. Together, with the 545 other Brick & Tile Patrons, your giving makes an impact! We hope you will keep us in mind as you give in the future.

Please accept the enclosed keepsake as a small token of our appreciation and know that we couldn't have made it without you. Private support such as yours is vital in order to secure what promises to be a dynamic and exciting tomorrow. If you have any questions regarding your gifts or about our donor recognition societies, please feel free to contact me at [veronica.murphy@sjsu.edu](mailto:veronica.murphy@sjsu.edu) or (408) 924-2278.

Thank you again for being a big part of the Spartan family.

Most sincerely,

Veronica Patlan Murphy, '84  
Director of Stewardship

LEAVEY SCHOOL OF  
BUSINESS AND ADMINISTRATION

Date

«Addressee»

«Position»

«Organization\_Name»

«Address\_line\_1»

«Address\_line\_2»

«Address\_line\_3»

«Address\_line\_4»

«City», «State» «ZIP\_Code»

Dear «Salutation»:

Your commitment towards the Leavey School of Business helps us further Santa Clara's mission of educating women and men for professional excellence, responsible citizenship, and service to society. Your gift directly benefits our students – the future leaders in business, technology and entrepreneurship. For your generosity, thank you.

To enhance our nationally-ranked MBA program and our stellar undergraduate business programs, we launched two new academic collaborations: the Santa Clara Initiative for Financial Innovation and Risk Management (SCIFIRM) and the California Program for Entrepreneurship (CA.PE). Your investment ensures the School's continued distinction, develops the brightest business talent and allows us to remain at the forefront of technology.

Our continued success relies on the efforts and contributions of our faithful alumni, parents and friends. Your investment in the School and Santa Clara is sincerely appreciated.

Sincerely,

Dean

Date

«Addressee»

«Position»

«Organization\_Name»

«Address\_line\_1»

«Address\_line\_2»

«Address\_line\_3»

«City», «State» «ZIP\_Code»

Dear «Salutation»:

Your inclusion of Santa Clara University in your estate plans will support a quality Jesuit, Catholic education for young women and men. Our students will benefit not only intellectually, but will also learn to act consciously with knowledge and integrity. Your future gift will provide the necessary resources for deserving and help to continue the tradition of excellence for Santa Clara. For your generosity, thank you.

As an academic community, we are committed to the full development of our students and their future success. Your support helps us educate these deserving students for an engaged, ethical, compassionate life. The university believes in creating a learning environment that integrates critical thinking and introspection across disciplines. At both the undergraduate and graduate levels, Santa Clara's curriculum provides the common learning that our students need to become citizens of competence, conscience, and compassion in a globalizing world.

Once again, many thanks for your support in creating extraordinary opportunities for deserving Santa Clara University students.

Sincerely,

Assistant Vice President, Development

COLLEGE OF ARTS AND SCIENCES

Date

«Addressee»

«Position»

«Organization\_Name»

«Address\_line\_1»

«Address\_line\_2»

«Address\_line\_3»

«City», «State» «ZIP\_Code»

Dear «Salutation»:

Your gift to the College of Arts and Sciences helps us further Santa Clara's mission of educating women and men for professional excellence, responsible citizenship, and service to society. For your generosity, thank you.

The College of Arts and Sciences provides world-class educational opportunities with distinguished faculty and exceptional facilities for the next generation of Santa Clara students, whose potential is advanced by knowledge, enriched by experience, and made full through service to community. We are committed to our students and their development as individuals who think critically, communicate effectively, appreciate and respect diversity, and focus on preparing for life.

Our continued success relies on the efforts and contributions of our faithful alumni, parents and friends. Your investment in the College of Arts and Sciences is sincerely appreciated.

Once again, many thanks for your support.

Sincerely,

Dean

Nancy Mathiasen

Acknowledgement letter to a first-time donor

Dear <Title> <Last Name>,

On behalf of the students who will benefit directly from your gift, I thank you for this generous gift of \$200 that you have made to the Annual Fund. Your gift supports the students' hard work, grants the Dean the flexibility to respond to the most important issues the College faces today, and shows your former professors that you recognize the value of your education at *Alma Mater*.

You will be pleased to note that competition for admission to the College is more intense than ever before. We received almost 3,000 applications, and each of the post doctoral disciplines has a very highly regarded national reputation. The College continues to maintain its stellar reputation as the standard of excellence and ethics as a result of your generosity and that of other committed alumni and friends.

Your gift will allow the College to offer scholarships to distinguished students who might not otherwise be able to complete their education at *Alma Mater*. Your gift, along with that of many of our other graduates and friends, allows the Dean to recruit and retain the top faculty and researchers whose work will define the College in the years to come.

Thank you again for your gift, we look forward to seeing you in person at an upcoming event or reunion. Please let me know the next time you are on campus, we would welcome the opportunity to thank you in person.

A receipt for your tax-deductible contribution will be issued by the *Alma Mater* Treasurer's Office for your records

With all best wishes,

Nancy Mathiasen  
Director of Development

<NJM handwrites: Thank you for this gift! >



Today's date, 2009

«Addressee»  
«Organization\_Name»  
«Address\_line\_1»  
«Address\_line\_2»  
«City», «State» «ZIP\_Code»

Dear «Salutation»:

Your generous gift of «GiftPayment» to Seton Hall Fund (formerly the University Annual Fund) is greatly appreciated.

Your Seton Hall Fund gift translates into an immediate benefit for the University, providing discretionary dollars that can be applied to those institutional needs that will have the greatest impact. With your support, the University, its deans and its program directors can act on new initiatives and meet critical needs, enhancing the educational experience for students.

For students, the Seton Hall experience is more than classrooms and equipment; it also encompasses the quality of their lives during their time at the University. Your support ensures that students enjoy a sense of community in well-maintained residences, recreational and dining facilities, and outdoor spaces on a scenic campus. Thank you for helping to create an environment that ensures our students enjoy their experiences at Seton Hall.

Gratefully,

Bryan J. Felt '97, M.A. '05  
Senior Director of Annual and Athletic Giving

BF:awk

Date

Mr. or Ms. \_\_\_\_\_

Company name

Street address

City, State, Zip code

Dear Mr. or Ms. \_\_\_\_\_,

On behalf of SOMa, please accept my sincere appreciation to you for your generous gift-in-kind contribution of \_\_\_\_\_ for the silent auction held at the “Stars of Broadway & Jazz Sing & Swing for Haiti” event on March 28, 2010. Your gift sold for \$\_\_\_\_\_ in the auction; please consult your tax advisor as to the deductibility of this gift.

Proceeds from the auction will support Partners in Health and the Association for Haitian Physicians Abroad, two groups who have been working tirelessly in Haiti since the earthquake on January 12, 2010.

On behalf of SOMa, Seton Hall University, Partners in Health and the Association for Haitian Physicians Abroad, thank you for your generosity and for your support of our local and global communities.

Sincerely,

Adam Loehner

Director, Community Relations

P. S. In accordance with IRS regulations, this letter acknowledges your gift and verifies that no goods or services have been exchanged for your contribution. Please retain this letter for your records.

November 11, 2010

«Gf\_CnAdrSal\_Addressee»  
«Gf\_CnAdrPrf\_OrgName»  
«Gf\_CnAdrPrf\_Position»  
«Gf\_CnAdrPrf\_Addrline1»  
«Gf\_CnAdrPrf\_Addrline2»  
«Gf\_CnAdrPrf\_City», «Gf\_CnAdrPrf\_State» «Gf\_CnAdrPrf\_ZIP»

Dear «Gf\_CnAdrSal\_Salutation»,

Thank you for your generous gift of \$«Gf\_Amount» to the «Gf\_Fund». Now more than ever, your support is needed to meet the challenges of our times.

Seton Hall offers an educational environment where all can flourish and excel and each can discover his or her unique promise and purpose in life. Seton Hall takes great pride in its graduates who live out its mission as servant leaders making a difference in the world.

You are making a difference by helping Seton Hall provide innovative academic programs, research and new technologies; attract and retain outstanding faculty; increase student financial aid; improve academic, athletic and residential facilities and ensure a vibrant campus life that nourishes the mind, body and spirit of all.

On behalf of our students, thank you again for this gift and for your continuing support of Seton Hall University.

With thanks and gratitude,

Pamela Ferguson  
Associate Vice President for Development

April 12, 2011

Dear xxxxx:

Thank you for your very generous donation of xxxxx to the Sister Rose Thering Fund's 18<sup>th</sup> annual *Evening of Roses*, the tax-deductible portion of which is \$848. Your contribution is being recognized at the Sponsorship level, and your support is tremendously appreciated in advancing the work of the SRTF to train teachers in Holocaust education and promote inter-religious understanding and dialogue.

Thank you again, xxxxx, for your generous support of Seton Hall and its students; we greatly appreciate your generosity as we strive to make Seton Hall the best it can be!

Cordially,

Joseph G. Sandman, Ph.D.  
Vice President  
University Advancement

JGS/ags

cc: Dr. Gabriel Esteban



September 10, 2010

XXX  
XXX  
XXX

Dear Ms. XXX:

Thank you so much for your recent gift to the Seton Hall Fund, all the more special and appreciated during these difficult economic times.

The Seton Hall Fund is integral to the operation of the University, helping to ensure students receive the highest quality education, technology, facilities and faculty. With your help, Seton Hall is also continuing to provide an education that's helping many people refresh and strengthen their skills during a period of career transition.

Please feel free to contact me at xxxxx and xxxx, my cell phone, for anything. And thank you again for supporting our students—both present and future—and for your partnership in Seton Hall's educational mission.

Sincerely,

Seton Hall Fund Gift Officer  
Seton Hall University  
457 Centre Street  
South Orange, New Jersey 07079

May 23, 2011

Name  
Address  
City, State Zip

Dear:

On behalf of Seton Hall, thank you for your gift to the Law School Annual Fund.

The Law School Annual Fund is part of a long-standing tradition that invites alumni, friends, law firms, corporations and foundations to actively invest in the current activities of the Law School. Annual giving provides immediate and ongoing support for scholarships, academic programs and other initiatives.

Seton Hall's mission is to ensure that its graduates carry with them a combination of superior technical skills, leadership ability and impeccable integrity. Your gift significantly impacts the University's mission by helping to sustain an outstanding learning environment at the Law School. Please know that your gift contributes to the School's ability to maintain not only its innovative curriculum but also the high standards it holds for its students.

Thank you for your gift in support of the faculty, students and programs of the Law School. The entire Seton Hall family appreciates your generosity.

Sincerely,

Joseph G. Sandman, Ph.D.  
Vice President  
University Advancement

October 23, 2009

Dear xxxxx:

Please accept my deepest gratitude for your most generous intention to commit \$1 million through your estate plan to support the Law School Rising Campaign of Seton Hall University School of Law. xxxxxx, this latest gift commitment supplements the long-standing and remarkable support you have provided over your distinguished tenure with the Law School.

Thanks in no small part to your efforts, Seton Hall University School of Law is one of the top-rated law schools in New Jersey and is consistently ranked among the top 10 law schools in the nation for healthcare law by U.S. News & World Report. Your generous gift will support the innovative programs, enhanced campus facilities and scholarship resources that add up to a widely recognized and respected law school.

On behalf of the Law School's faculty and professionals and the entire Seton Hall community, thank you again for your generous support. We are most grateful!

Cordially,

Joseph G. Sandman, Ph.D.  
Vice President  
University Advancement

JGS/ags

cc: Dean Patrick Hobbs  
Ms. Vicki Fleischer

November 11, 2010

Seton Hall University  
Department of Jewish-Christian Studies  
Fahy Hall  
400 South Orange Avenue

South Orange, New Jersey 07079-2687

Dear xxxxxx:

On behalf of all Seton Hall students, thank you for your most generous gift of xxx to the Sister Rose Thering Operations.

You have worked with other members of Seton Hall's extended family to help the University reach new milestones in its quest to strengthen its reputation for academic excellence. Your contribution demonstrates your sincere commitment to the University — its mission, programs and students. The importance of your support cannot be overstated: Each and every gift, regardless of its size, helps to sustain the vibrancy of this great institution.

With your gift to Seton Hall, you are helping to sustain financial aid for students and professional development for faculty. You are contributing to the University's investment in state-of-the-art equipment and other resources for its athletic facilities, classrooms, laboratories and library. Your gift makes it possible for students to participate in educational activities beyond the classroom. You are supporting the work of the University's dedicated administrators, faculty and staff, ensuring that they have the tools they need to deliver quality academic programs and services to students. Your investment benefits the entire Seton Hall community, especially its students.

We greatly appreciate your generous gift.

With thanks and gratitude,

Pamela Ferguson  
Associate Vice President for Development



DATE

«Gf\_CnAdrSal\_Addressee»  
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«Gf\_CnAdrPrf\_Addrline3»  
«Gf\_CnAdrPrf\_Addrline4»  
«Gf\_CnAdrPrf\_Addrline5»  
«Gf\_CnAdrPrf\_City», «Gf\_CnAdrPrf\_State» «Gf\_CnAdrPrf\_ZIP»

Dear «Gf\_CnAdrSal\_Salutation»,

On behalf of all Seton Hall students, thank you for your most generous «Gf\_Type» of  
\$«Gf\_Amount» to the «Gf\_Fund».

Seton Hall benefits from the generous support of donors like you, who help the University to maintain an enriching environment for students. Your support makes it possible for Seton Hall to offer innovative academic programs, integrate enhanced technologies into the curriculum, attract and retain outstanding faculty, and upgrade academic, athletic and residential facilities.

In addition to positively impacting the lives of current students, your gift also helps Seton Hall to remain competitive in recruiting the most academically qualified young men and women, regardless of their financial circumstances. Your support helps to sustain the vibrancy of this great institution, delivering on its promise to students, augmenting its resources and reinforcing its reputation for academic excellence.

As Mother Seton said so many years ago: Hazard zet Forward!

With thanks and appreciation,

Pamela Ferguson  
Associate Vice President for Development

DATE

«Gf\_CnAdrSal\_Addressee»  
«Gf\_CnAdrPrf\_OrgName»  
«Gf\_CnAdrPrf\_Position»  
«Gf\_CnAdrPrf\_Addrline1»  
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«Gf\_CnAdrPrf\_Addrline5»  
«Gf\_CnAdrPrf\_City», «Gf\_CnAdrPrf\_State» «Gf\_CnAdrPrf\_ZIP»

Dear «Gf\_CnAdrSal\_Salutation»,

Thank you for your generous gift of \$«Gf\_Amount» to the «Gf\_Fund». Now more than ever, your support is needed to meet the challenges of our times.

Seton Hall offers an educational environment where all can flourish and excel and each can discover his or her unique promise and purpose in life. Seton Hall takes great pride in its graduates who live out its mission as servant leaders making a difference in the world.

You are making a difference by helping Seton Hall provide innovative academic programs, research and new technologies; attract and retain outstanding faculty; increase student financial aid; improve academic, athletic and residential facilities and ensure a vibrant campus life that nourishes the mind, body and spirit of all.

On behalf of our students, thank you again for this gift and for your continuing support of Seton Hall University.

With thanks and gratitude,

Pamela Ferguson  
Associate Vice President for Development

May 23, 2011

Name  
Address  
City, State Zip

Dear:

I am humbled by your thoughtful expression of support for Seton Hall's mission with a legacy gift.

Every legacy gift to Seton Hall exemplifies a continuation of Bishop James Bayley's vision to create a lasting home for the mind, the heart and the spirit. Your support will help to sustain not only Seton Hall's rich Catholic heritage, but also its excellent academic reputation. Seton Hall is grateful to have an extended family of alumni and friends who believes strongly in its mission.

Your support will ensure that the University continues to provide new generations with exciting educational opportunities that are reflective of society's changing needs. New discoveries and technologies will continue to transform the employment landscape, and Seton Hall will be challenged to meet the educational aspirations of the next generation of students. Thoughtful gifts like yours make it possible for Seton Hall to offer innovative programs and services to meet the demands of a changing world while continuing to prepare ethically grounded servant leaders.

On behalf of our faculty, staff and students, please know that we deeply appreciate your thoughtful and generous investment in Seton Hall's future.

Sincerely,

Joseph G. Sandman, Ph.D.  
Vice President  
University Advancement

DATE

«Gf\_CnAdrSal\_Addressee»  
«Gf\_CnAdrPrf\_OrgName»«Gf\_CnAdrPrf\_Position»«Gf\_CnAdrPrf\_Addrline1»  
«Gf\_CnAdrPrf\_Addrline2»  
«Gf\_CnAdrPrf\_Addrline3»  
«Gf\_CnAdrPrf\_Addrline4»  
«Gf\_CnAdrPrf\_Addrline5»  
«Gf\_CnAdrPrf\_City», «Gf\_CnAdrPrf\_State» «Gf\_CnAdrPrf\_ZIP»

Dear «Gf\_CnAdrSal\_Salutation»:

We are profoundly grateful that you chose to pay tribute to «Gf\_AttrCat\_2\_01\_Description» with your thoughtful gift of \$«Gf\_Amount» to Seton Hall.

Your gift has been applied to the «Gf\_Fund».

Your caring contribution in [MEMORY/HONOR] of [DECEDENT'S FIRST NAME] delivers your special message of appreciation and recognition in a very meaningful way. Your gift befittingly honors [DECEDENT'S FIRST NAME] while supporting Seton Hall's mission.

With the generous support of compassionate donors like you, Seton Hall is able to provide a greater depth and breadth of activities and services to enrich the mind, the heart and the spirit. We are able to offer more innovative academic programs, resources for our athletic programs and library, and scholarships for our students. Your gift will help to enhance the Seton Hall experience for the next generation of servant leaders.

On behalf of the Seton Hall community, please accept my sincere gratitude for your thoughtfulness and consideration. **We will be sure to advise the family of your gift.**

Gratefully,

Pamela Ferguson  
Associate Vice President for Development

November 7, 2008

Dear xxxxx:

On behalf of all Seton Hall students, many thanks for your most recent installment of xxxx toward your life insurance gift to Seton Hall University.

As a member of the Seton Hall family, your support is much appreciated. Through your gifts, and those of our alumni, friends, corporations and foundations, buildings are renovated and expanded, scholarships are made available to deserving students, new academic programs are launched, existing programs are strengthened, student-athletes have the resources they need to perform in the classroom and on the field or court....all of which are helping to move Seton Hall ever forward.

In your unique role as a stakeholder in this great institution, your decision to give back to the Hall is a sign of your commitment to and appreciation for what Seton Hall means in your life. Through your support, you help build community and strengthen the bonds that we share as members of the faculty, staff or administration.

We are deeply grateful for your support.

With thanks and appreciation,

Pamela Ferguson  
Associate Vice President for Development

March 28, 2007

Dear xxxx,

On behalf of the entire Seton Hall community, please accept my thanks for your gift of xxxx to the New Science and Technology Center. This letter serves as recognition of that gift.

Seton Hall has a long commitment to graduating high-quality student-leaders in all fields of study. The *Ever Forward Campaign* will help the University achieve this goal by providing a state-of-the-future, centralized location for all the sciences on campus, new programs and scholarships to attract high caliber students and researchers, and updated athletic and recreational facilities. Your generosity to this campaign will help place the University among the top tier of educational organizations in the Northeast.

Again, thank you for your gift. I look forward to working more closely with you in the future.

Sincerely,

Stephanie Hauge  
Director, Corporation and Foundation Relations

In accordance with IRS regulations, promulgated under the Omnibus Reconciliation Act of 1993, this letter will acknowledge the grant from Legg Mason Capital Management and certify that no goods or services have been exchanged with Seton Hall University in return for it. As the University Officer in charge of external grants, I can also attest that the University maintains its 501(c)(3) status, as a private, educational institution, under the terms and conditions of Section 170(b) of the Internal Revenue Code of 1954. Please retain this letter in your files for future reference.

November 14, 2008

Dear xxxxxxx:

On behalf of the Seton Hall community, please accept my thanks for your recent gifts of xxxxx and the effort you are making to obtain additional matching gifts from the xxxxxxx Foundation.

Your continued generosity has helped Seton Hall evolve from a small, fledgling college into one of the oldest and largest diocesan Catholic universities in America. Seton Hall is committed to providing a top-quality educational experience to its students.

Again, please accept my gratitude for both your recent gifts and your long-standing generosity.

Sincerely,

Joseph Guasconi  
Director, Office of Gift Planning

## Acknowledgement samples

### Academic scholarships

1. You are both well aware of the transformative nature of scholarship support, not only in terms of the recognition of hard work and good grades but perhaps more importantly, the motivation and inspiration it provides to 'go the extra mile'. This is a discipline which students take with them when they leave University and apply to their professional careers, volunteer work in their communities and other aspects of their personal lives. What a wonderful gift!

2. As you know, scholarship support is the often the foundation upon which rests the academic aspirations of many students. Because of your generosity, individuals who may not otherwise have the opportunity will receive the lasting rewards of an education at Shippensburg University: the strength of a solid, well-rounded academic experience; confidence in their preparation for competitive and challenging careers; and pride in the privilege of carrying on the university's tradition of excellence.

Our students and alumnae have unique stories to tell about their experience made possible through scholarship support. As the benefactors of Scholarship, you are now in a unique position to be part of that transformation, changing lives one by one. Thank you for your partnership in educating the next generation of leaders and for your permanent investment in University.

3. Please accept my thanks again for your gift of \$XXX designated to the Scholarship. This book award is a wonderful legacy to your commitment to education and all your years of service as a faculty member at University.

As you know, the financial hurdles facing many of our students are often every bit as imposing as the academic ones. Your meaningful book award has already helped many students and will help generations more as they work towards an outstanding education and become well-rounded professionals in their future careers. The associated recognition that comes with a scholarship award is also of considerable importance. That recognition assures the student that others appreciate the hard work that has brought them academic success so far and that they have confidence that their dedication to their studies will continue. Your scholarship recipients will receive financial support and encouragement at a transitional period in their lives – which makes it all the more meaningful.

It is with deep gratitude that I thank you for your investment in your alma mater and students like. Because of your support, University will continue to produce exceptional students who will be informed and successful leaders in their professional and personal lives.



4. Both of you in your professional capacities are well aware of the transformational experience both an education and a scholarship can accomplish. I am reminded of this at every scholarship dinner and every graduation day. The students leave not only with a degree but with a future, the chance of a great career, and friendships that last a lifetime. While relieving some of the burden of tuition, scholarships are almost more important in that they provide the affirmation that hard work pays off and also the motivation to succeed. These are qualities that leaders are made of and ones which are greatly valued in all walks of life.

I look forward to the day when you meet your first recipient so you can tell them your own story behind the scholarship which will be a wonderful legacy for all the time you have spent here, first as a student, then as Director of Alumni Affairs and now as Director of Major Gifts. It epitomizes your love for the campus community and your passion for education and I'm sure is one of the most meaningful gifts Bill has even given you.

With deep gratitude for your commitment to University, I look forward to working with you for many years to come.

5. Thank you again for your recent pledge payments to the Scholarship for Graduate Students. This scholarship is tailored specifically for students pursuing advanced degrees within those two fields and it has already helped a number of students who have benefited greatly from the scholarship funds.

As you may know, scholarships will always be a priority for the Foundation as many of our students are financially needy. There is nothing more worthwhile than providing the opportunity for a student to continue their education. The generosity of our benefactors, such as you, helps make this happen. You are the enablers, the facilitators, the motivators and oftentimes the inspiration for these young people to achieve their dreams and make a difference.

Your commitment and continued support are greatly appreciated. I hope one day you will be able to attend the scholarship dinner in the spring when we celebrate our scholarship benefactors and the students so that we, and the student, can thank you in person.

6. Rebecca Lynn is the recipient of the Scholarship. We recently sent Becky and all our other scholarship students a questionnaire asking them, among other things, about their experience at . In her words, "I chose Shippensburg University and the Counseling Graduate program because the values I saw in the program seemed to align with my personal and professional goals. During my time here, I have been challenged to go deeper, think globally, contribute locally, honor professional commitments and development, and consider multicultural implications. All my professors are professional, insightful and challenging – they are also very willing to meet with me if I need extra help."

Becky is a first generation student. Her parents never had the resources to go to college. Since Becky first stepped foot in school, they encouraged her to get the best grades so she would qualify for scholarship support. They are her biggest cheerleaders. But behind the scenes, even though you don't know Becky, you too are her cheerleaders because your scholarship support has provided the affirmation that hard work pays off and has given her the motivation to succeed.

To her benefactors Becky says, "Thank you for helping me pursue my educational goals and professional development. I appreciate your desire to give back and empower the next generation of professionals." I share Becky's sentiment and add my thanks to hers for investing in today's students and the possibilities of the future.

### **Athletic scholarships**

1. SU is very proud of its student athletes who are not only high caliber athletes but scholars as well. They have some of the highest graduation rates and competitive grade point averages compared to athletes at other institutions. Your support helps defray the costs of scholarships, equipment, travel and other essentials of a broad-based intercollegiate Division II program. It also ensures that we can continue to attract top flight athletes and give them the excellent education and real-world experience they need to become tomorrow's leaders.

Nationally syndicated columnist, George Will, once wrote that, "Sports serve society by providing vivid examples of excellence." Our student athletes strive for excellence both on the field and in the classroom. Your continued investment in athletic program will help them maintain that standard of excellence and motivate them to achieve even more.

2. As you know, a challenging educational program, combined with the opportunity to compete in intercollegiate Division II athletics, prepares our student athletes to be leaders in their careers and communities. The baseball team has always maintained a high standard of sportsmanship and competitiveness and some players have gone on to have successful careers in both the minor and major leagues as evidenced by who is now playing for the Auburn Doubledays. !"

Your support over the years of the Athletic baseball program, through the Charitable Lead Trust, has been exemplary. Scholarships enable the coaches to recruit the best players from an increasingly competitive field of high school athletes who raise the bar in terms of expectations for the team and individual players. This ensures that s baseball team goes from strength to strength and maintains its reputation for excellence.

Thank you both again for your great generosity and continued interest in our student athletes.

3. You both know first hand what a difference scholarship support makes for our student athletes. It not only motivates them to try their hardest on the mat/field/court and in the classroom but it is also recognition for everything they have done to get to this point. Through their perseverance, victories, and defeats, they learn lessons that will guide them throughout their life, long after they have graduated from University.

Your investment in the wrestling program is a wonderful endorsement of the team and your belief in the coaches and players to be significant competitors in the arena of Division II athletics. Your passion for the sport is shown through the largesse of your support for which I am always deeply grateful.

### **Annual Fund**

XXX University prepares tomorrow's leaders by inspiring students to grow personally and professionally today. Your support of the Alumni Annual Fund is key to this transformational experience. Much needed scholarships and awards are often the portal to higher education for academically talented and deserving students. Joint undergraduate student/faculty research enhances critical thinking across the board setting the stage for graduate studies. Faculty members thrive from research opportunities and scholarly activity, applying their new knowledge to learning in the classroom. Improved technical support supplies students with the vital tools they need to stay ahead of the curve while athletic, cultural, and volunteer opportunities fulfill the mission of providing a healthy and well rounded collegiate experience for every individual student.

The impact of your generosity can be found in the words of gratitude we hear every day. From the scholarship recipient who never thought he could afford college to the student discovering the research question that will become her life's work ... your gift is truly touching lives. Thank you!

### **Memorial**

XXX was passionate about education. She earned her undergraduate degree from XXX University, her Master's degree from XXX University and then her Ph.D. degree in Special Education from XXX University. She began her career as a special education teacher then became Director of Special Education in the East Pennsboro School District. She served as treasurer of the National Division for Learning Disabilities of the Council for Exceptional Children and was President of the Teacher Education Division of the Pennsylvania Council for Exceptional Children.

XXX's research and knowledge of subjects related to special education and learning disabilities made her a sought after lecturer and a nationally-recognized author. She was highly regarded by her peers and considered a mentor by many of the area's best teachers.

Your gift to the XXX Memorial Scholarship for Special Education Fund will help XXX University students in the special education field, an area that was so important to XX XX. The scholarship is a wonderful tribute to her life's work, the values she held, and her commitment to helping people with special needs. On behalf of all the students who will benefit from your generosity - thank you.

I'm writing to thank you again for your gift of \$XXX to XXX University Foundation in memory of your son,XXX. As requested, this will be given to the Criminal Justice Department's Mock Trial Team. We are always saddened to hear of the passing of any of our alumnae but it is harder when they are young and full of promise as XXX was. Please accept my sincere condolences for your loss.

2. I'm sure there were many significant experiences that defined XXX's four years at XXX University. The fact that he went onto to XXX Law School leads me to believe that his participation as a member of the Mock Trial Team might have been one of them. The students in the Criminal Justice Department prepare long and hard to compete in the national competition. Students who join Mock Trial prepare the entire case from opening statements, to introducing evidence, to mastering the rules of evidence, to making objections at trial, to conducting direct and cross examinations and finally persuading a jury through closing arguments. This is a great 'court room' experience and it is great training in mastering the art of persuasive public speaking.

Your gift, which I understand will remain anonymous, will help offset the cost of preparing students for the Mock Trial competition and their attendance at regional, and hopefully, national competitions. Thank you for helping to ensure that whatever skills and enjoyment Robbie experienced through Mock Trail will continue to be experienced by students now and in the future.

## **Unrestricted**

During a time when public funds are becoming scarcer, support from the private sector is the catalyst which turns a good education into an exceptional one. This gift will ensure the advancement of more than just XXX University – it will enable people to advance their lives through such opportunities as scholarships, joint undergraduate student/faculty research, and faculty scholarly activity and research.

Last year, through the generosity of alumni, parents and friends, the XXX Foundation provided \$3.2 million to the University in overall support; \$1.2 million was designated for scholarships and awards benefiting over 700 students; \$50,000 funded 77 research projects involving 124 students and 54 faculty members in the joint undergraduate student/faculty research program.

XXX University has earned the distinction of providing a world-class instruction, through a challenging, innovative, curriculum and nationally ranked programs and accreditations. Raising the bar of academic excellence is the University's mission, made possible through the generosity and commitment of people like you. Thank you!

### **Business and Industry**

XXX University is committed to providing the finest education for our students, the best professional development opportunities for our outstanding faculty, and offering the most challenging programs throughout all disciplines. As funding from the state continues to decline, the XX Foundation relies on the generosity of friends in the professional arena, such as XXX together with alumni, friends, and families to help bridge the gap and maintain our commitment to excellence. Your contributions provide the necessary funding for scholarships, joint undergraduate student/faculty research, faculty professional development and research, advancements in technology, cultural opportunities, athletic support and other important initiatives.

The success of business and industry in this country relies on continued advancement by faculty and researchers and on well-educated students entering the workforce. The success of XXX University, in turn, relies on the investments businesses such as \_\_\_\_\_ make in our ongoing pursuit of knowledge and excellence. We are grateful that you have chosen to be our partner in this shared purpose.

### **Campus Campaign**

Last year, through the generosity of current and retired faculty, staff and administrators, the Campus Campaign raised \$XXX. This is a wonderful vote of confidence by those who give of their time and talent every day, and those whose years of service helped shape this outstanding institution.

It is my great pleasure to thank you for your recent **gift or payroll deduction (insert whichever applies)** of \$000.00 to the XXX University Foundation designated to **XXXX** in response to this year's Campus Campaign. Your gift helps provide direct support for our students and faculty and will touch the life of the campus community in many significant ways.

As you may know, funds from the Campus Campaign support vitally important programs such as scholarships for talented and deserving students, challenging joint

undergraduate student/faculty research, and enlightening faculty research and professional development. It also provides funding for staff development, cultural opportunities, computer and technology upgrades, resources for the XXX Library, and Raiders Athletics among other things.

Your philanthropy reaches far beyond the University. The rewards are seen through the eyes of those who benefit from the intellectual curiosity of our students, the discoveries of our researchers and creations of our entrepreneurs, the achievements of our athletes as well as the inspiration of our faculty. Because of your generosity XX will continue to produce exceptional students who will be catalysts for change in the world.

As XXX continues to attract and graduate exceptional students, taught by outstanding faculty in the best possible environment, we are confident that the Campus Campaign will be even more successful this year. Thank you again for your gift and for your personal and financial investment in the people and programs at XXX University.

Date

Name

Address

City State Zip

Dear (Salutation),

*We make a living by what we get. We make a life by what we give. –*

*Sir Winston Churchill*

How very true! At XXXXX College, we take great pride in knowing that XXXXX's legacy and leadership will grow stronger because of the vital support generously given by people like you.

Gifts from alumni, parents, and friends are critical to transforming a basic education into an exceptional one. I am pleased to thank you for your gift to the «*acctname*». Your giving to XXXXX College is a key factor in our ability to support new initiatives, respond to unique opportunities, and provide support in areas vital to fulfilling the College's mission.

Rest assured that your gift ensures the advancement of more than just the College; it enables our students to advance their lives!

Most sincerely,

Mr. Vice President

Vice President for Advancement and College Relations

Date

Name

Address

City State Zip

Dear Name,

Scholarship support plays a vital role for many students as they complete their education. Your gift of \$\_\_\_\_\_ to the \_\_\_\_\_ Endowed Scholarship gives XXXXX College an important tool to attract diverse and highly talented students, regardless of their economic background. Your commitment to this assistance is especially meaningful during this uncertain time for the economy, as students and their families struggle to make ends meet.

On behalf of XXXXX College, please know how much we appreciate your investment and support. I hope you take great pride in knowing that you personally will impact the lives of countless students.

Most sincerely,

Mr. Vice President

Vice President for Advancement and College Relations



**Annual Fund Donor – General**

November 17, 2008

Donor Name  
Address  
City, State Zip

Dear Donor,

Please accept my sincere thanks for being among our generous benefactors to Stonehill College and for your recent gift of \$5,000 to renew your commitment to the Stonehill College Fund.

Your ongoing commitment to the Stonehill College Fund is so important as we work to sustain and enhance the signature programs that set us apart as a leader in Catholic higher education. As part of our current strategic plan, *Above and Beyond*, Stonehill continues our efforts to reach the next level of academic excellence and achievement.

Stonehill is proud to have your support. Thank you on behalf of all those who will benefit from your generosity.

Best wishes for a joyful holiday season!

Regards,

Douglas J. Smith  
Director of Development

## Athletics Donor

June 3, 2010

Donor Name  
Address  
City, State Zip

Dear Donor,

It is with deep gratitude that I thank you for your recent gift of \$50,000—representing the first payment on your generous pledge of \$100,000 to support Stonehill College Athletics.

During your time as a student at Stonehill, you wore the Stonehill name with pride in competition. You are a significant part of our vibrant athletic tradition, and your generosity is helping us carry on that tradition by ensuring that our twenty varsity programs receive the philanthropic support they need to thrive. Your support is crucial as we make the necessary enhancements to our facilities and resources that will allow us to compete annually for conference and national titles—helping us recruit, coach and educate our talented student-athletes.

Again, thank you for making a difference in the lives of our student-athletes.

Sincerely,

Rev. Mark T. Cregan, C.S.C.  
President

<Date>

<Donor Name>  
<Address>  
<City, State Zip>

Dear <Donor Name>:

Today, more than ever, your gift is helping to make dreams possible for <University> students. Those dreams translate into an improved quality of life and economic prosperity.

As university budgets continue to tighten significantly due to unprecedented economic challenges, you can be assured that <University> is coping with reduced resources by streamlining its operations all the while continuing to maintain a focus on the academic success of our students.

On behalf of the <Foundation> and the <University> community - the thousands of students, faculty and staff who are touched by your gift, I thank you.

Sincerely,

<VP Name>  
Vice President for University Advancement

Total Transaction amount: <gift amount>  
Gift amount: <gift amount>  
Fund Designation: <fund>  
Value of Benefits: \$0

Please retain this letter as a receipt of your charitable gift. With the exception of any value of benefits you have accepted in relation to your gift noted above, no goods or services as defined by the IRS have been exchanged in consideration of this contribution to <University>. Our Federal Tax ID Number is <Federal Tax ID #>.

To find out if your company will match your gift to <University>, contact your human resources office or call us at <phone #>.

May 2, 2011

«Envelope\_Salutation»  
«Address»  
«City», «State» «Postal\_Code»

Dear «Long\_Salutation»,

We are pleased to receive your gift to xxxxxxxxxxxxxxxxxxxx. On behalf of the Foundation and the people of XXX, thank you for your investment in our University and our students.

Your gift enables XXX to provide transformational learning experiences both inside and outside the classroom. The generosity of alumni and friends like you allows us to provide more of these opportunities more often, enhancing the education of our students.

As we begin the second century of learning at XXX, we strive to continue the legacy of excellence in education. Your support will help to ensure our success. Thank you for caring, thank you for believing, and thank you for joining us in the quest to educate our students.

Please retain this letter as a receipt for your charitable gift. Gifts to XXX Foundation are tax deductible as charitable contributions within the guidelines of the IRS.

Sincerely,

XXXX  
Executive Director

**P.S. For information on including XXX in your estate, please visit**  
**[www.xxxfoundation.org/PlanYourLegacy](http://www.xxxfoundation.org/PlanYourLegacy)**

Gift Details for Tax Purposes  
SAUF is a 501 (c) (3) organization as recognized by the IRS.

Amount: \$ «Received».00                      Date: «Date»  
Fund: «Fund»  
Tribute Information: «Tribute\_Type» «Tribute»  
Goods or Services Received: \$ «NonDeductible\_Amount».00

April 29, 2011

«Envelope\_Salutation»

«Address»

«City», «State» «Postal\_Code»

Dear «Long\_Salutation»,

Please accept our sincere gratitude for your generous contribution of \$«Received», which was received on «Date».

A quality comprehensive university, these are more than just words – they are the ideals of xxxxxxxxxxxx and the aspirations of those who share our vision. XXX's goal is to become a leading university for the state, region and the nation.

At the turn of the last century, xxxxx committed to building a place of learning to prepare leaders. Over the next decades, xxxxxxxxxxxx has been dedicated to bring light and freedom.

Now it's our turn. We are in the privileged position of building and improving this proudly public institution, thus making it better before we hand it off to the next generation. Our goal is to equip our students to be contributing members of society.

We aim for the very highest levels of achievement. We want to take our place as one of the leaders of our region in public higher education.

Thank you for your support and for the encouragement that such a gift gives.

Sincerely,

XXXXXXXXXXXX, Ph.D., CFA  
President

Date

Name  
Address

Dear \*:

Thank you for your gift of \$\* to the \*. With your support, Stetson students are able to participate in collaborative research, hands-on learning and close interaction with faculty mentors.

As we navigate through these uncertain economic times, it is inspiring to see deserving students continue to benefit from your generosity. Your investment directly supports students' futures, providing educational resources that will prepare them to meet the challenges and demands of our rapidly changing world.

Thank you again for your gift, which demonstrates your commitment to the University's future. Our shared dedication to education ensures that Stetson students are able to achieve personal, professional, and civic success in a diverse and global society.

Sincerely,

Wendy B. Libby, Ph.D.  
President

WBL:se

**ANNUAL FUND**

Date

Name

Street

City, State ZIP

Dear Salutation Name:

Thank you for your financial support through the St. Norbert Fund. We appreciate your loyalty. Without you, deserving students may not be able to attend St. Norbert College.

Your gift allows St. Norbert College to remain accessible to talented students, who could not afford to pay the cost of tuition from their own resources. Over 97% of our current student body receives a St. Norbert College scholarship or grant. This would not be possible without the generosity of donors like you. These students, in turn, shape our reputation of educational excellence and become fully prepared to be leaders in their chosen fields.

Your financial support entitles you to membership in the 1898 Society. To view your membership benefits please visit [www.snc.edu](http://www.snc.edu). You are a vital member of our community, and I invite you to visit at any time or schedule an appointment for a campus tour. If there is anything I can do for you, please call me at (920)-403-4223 or email me at [nancy.hershfield@snc.edu](mailto:nancy.hershfield@snc.edu).

Sincerely,

First Last

Vice President for College Advancement

---

**ID #:**

**Receipt #:**

**Processed Date:**

**Gift Amount:**

**Amount Pledged:**

**Balance:**

*Please retain this letter for your records.*

St. Norbert College provided no substantial goods or services in consideration for this contribution. This disclosure is made in compliance with Section 170 I.R.C. For more information or questions, call (800) 236-4888.

**NON ANNUAL FUND**

Date

Name

Street

City, State ZIP

Dear Salutation Name:

Thank you for supporting St. Norbert College through your charitable giving. We are profoundly grateful, and you should feel proud of what we have accomplished together.

Your gift helps us to advance our mission, providing an educational environment that is intellectually, spiritually and personally challenging. St. Norbert College is committed to building a learning environment that is second to none. We have been listed in U.S. News & World Report's, "America's Best Colleges" since 1991, and in 2008 we were ranked among the "Best National Liberal Arts Colleges."

Your financial support entitles you to membership in the 1898 Society. To view your membership benefits please visit [www.snc.edu](http://www.snc.edu). You are a vital member of our community, and I invite you to visit at any time or schedule an appointment for a campus tour. If there is anything I can do for you, please call me at (920)-403-000 or email me at [myemail@snc.edu](mailto:myemail@snc.edu).

Sincerely,

First Last

Vice President for College Advancement

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**ID #:**

**Receipt #:**

**Processed Date:**

**Gift Amount:**

**Amount Pledged:**

**Balance:**

*Please retain this letter for your records.*

St. Norbert College provided no substantial goods or services in consideration for this contribution. This disclosure is made in compliance with Section 170 I.R.C. For more information or questions, call (800) 236-4888.



Date

«Combine\_Address\_Name\_1»

«Combine\_Address\_Name\_2»

«P\_Address\_Street\_Line\_1»

«P\_Address\_Street\_Line\_2»

«P\_Address\_City», «P\_Address\_State\_Code» «P\_Address\_Zip\_Code»

Dear «Vice\_President\_Salutation»:

You are making a difference with your gift to «GDD\_Designation\_Label» in support of St. Norbert College. Thank you for your generosity, we are deeply grateful. This letter serves as your receipt for tax purposes.

A recent graduate had this to say about his St. Norbert experience. “During the past four years, I have met my best friends, studied abroad in England, interned at a high-quality business in Green Bay, and received one of the finest educations in Wisconsin.” First Last '10

You are a vital member of our community and if there is anything I can do for you, please call me at 920-403-0000 or email me at myemail.com.

Gratefully,

First Last

Vice President of College Advancement

---

**ID #:** «ID\_No»

**Receipt #:** «Gift\_Receipt\_Gift\_Number\_IA»

**Processed**

**Date:** «GD\_Receipt\_Date»

**Gift Amount:** «GDP\_Payment\_Amount»

**Amount Pledged:**

«GDP\_Payment\_Pledge\_Amount» **Balance:** «Pledge\_Outstanding»

**«Receipt\_Description»** «GDD\_Designation\_Label»

*Please retain this letter for your records.*

«Disclaimer»

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Become a member of the 1898 Societies Current Annual Giving Club  
The President's Club – gifts totaling \$2,000 or more in a fiscal year  
The Dean's Club – gifts totaling \$1,000 to \$1,999 in a fiscal year –  
The Main Hall Club – gifts totaling \$500 to \$999 in a fiscal year  
The Founders Club – gifts totaling \$100 to \$499

«COMBINE\_ADDRESS\_NAME\_1»  
«COMBINE\_ADDRESS\_NAME\_2»  
«P\_ADDRESS\_STREET\_LINE\_1»  
«P\_ADDRESS\_STREET\_LINE\_2»  
«P\_ADDRESS\_CITY», «P\_ADDRESS\_STATE\_CODE» «P\_ADDRESS\_ZIP\_CODE»

---

## Century Club Letter to Parents

May 11, 2011

Donor Name  
Address  
City, State Zip

Dear Donor:

On behalf of President Mark T. Cregan, C.S.C. and the Trustees of Stonehill College, thank you for your gift. Stonehill's strength depends on the dedication and support of its alumni, parents and friends. Your gift will make a positive difference in the lives of Stonehill students.

As you intended, we have applied your gift to the Stonehill College Fund. Your gift, along with previous gifts, qualifies you for membership in the Century Club.

Your gift will help to provide Stonehill students the technology, facilities, programs and faculty support they need to achieve success and help Stonehill remain one of the premiere Catholic colleges in the nation. Our commitment to a student-centered campus with quality faculty is still the centerpiece of a Stonehill experience.

I thank you on behalf of all those who benefit from your spirit of giving and for investing in the future of Stonehill College.

Sincerely,

Douglas J. Smith  
Director of Development

## **President's Council Letter**

May 13, 2011

Donor Name  
Address  
City, State Zip

Dear Donor:

On behalf of President Mark T. Cregan, C.S.C. and the Trustees of Stonehill College, thank you for your gift. Stonehill's strength depends on the dedication and support of its alumni, parents, and friends. Your gift will make a positive difference in the lives of Stonehill students.

As you intended, we have applied your gift to the Stonehill College Fund. Your gift qualifies you for membership in the President's Council.

Stonehill is proud to have your support. Thank you on behalf of all those who will benefit from your generosity.

Sincerely,

Douglas J. Smith  
Director of Development

## Scholarship from Major Donor

July 16, 2010

Donor Name  
Address  
City, State Zip

Dear Donor,

Many thanks for your tremendous gift of \$250,000 to support the **XXX Scholars Program** at Stonehill College. We remain deeply grateful for your past support of and renewed commitment to this important scholarship program.

During these tough economic times, the XXX Scholars Program continues to provide critical aid to financially-needy students who graduate from high schools in the Greater Boston area. Thank you for ensuring Stonehill's ability to offer tuition assistance to these bright and talented students—helping them on the path to achieving their goals and launching successful careers.

Warm regards,

Rev. Mark T. Cregan, C.S.C.  
President

Dear -----:

Your gift touches many lives. Your contribution has a direct and lasting impact on New Paltz students and the campus. Thank you for your gift of \$60 to the SUNY New Paltz Foundation for the (name of fund).

We are grateful for your gift, and want to make every effort to ensure that our records are accurate. If your name as listed on this letter does not reflect how you would like to be acknowledged, or if you wish to direct your gift to a specific or different New Paltz fund, please contact me at (phone #) or (email) so that we may properly acknowledge your generosity.

Your commitment makes it possible for New Paltz to maintain its commitment to student success, faculty excellence, and strong academic programs. Thank you!

Sincerely,

-----

*Please retain this letter for income tax purposes as proof of your contribution to the SUNY New Paltz Foundation. Since you received no benefit of value in exchange for this gift other than the satisfaction of knowing that you are supporting SUNY New Paltz, the full amount of your contribution may be deductible under IRS guidelines. Please consult your tax advisor with any specific questions or concerns.*

Date

Name

Address 1

City, State ZIP

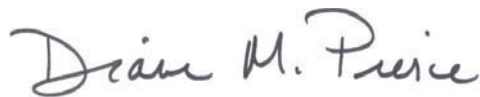
Dear [first name],

It is with pleasure that I write today to officially acknowledge receipt of your recent gift of \$36.00 to the College at Oneonta Foundation for the [XXX] Scholarship. Your gift was processed on April 12, 2011.

I appreciate the investment you have made in the College—and our students—with this gift. As a result of your support, and the support of our graduates and friends, SUNY Oneonta has developed a reputation for great academic quality and value. Our College's ability to provide today's students with an engaging learning environment—is greatly enhanced through the gifts and investments we receive from people like you. Thank you for partnering with us to further distinguish SUNY Oneonta's position as a top public college.

If you have any questions about your gift, please contact me at (607) 436-2781 or visit us online at [www.oneontaalumni.com](http://www.oneontaalumni.com).

Sincerely,

A handwritten signature in dark ink that reads "Diane M. Pierce". The signature is written in a cursive, flowing style.

Diane M. Pierce  
Director of Advancement Services  
and Donor Relations

*P.S. This letter serves as an official receipt for your tax records. Your gift is fully deductible to the extent allowed by law. No goods or services were offered or provided in exchange for your gift.*

Date

Name

Address

City State Zip

Dear :

Thank you for keeping the Red Dragon spirit alive with your recent gift of <<AMOUNT>> to the SUNY Cortland Athletics Fund (designated for <<FUND>>). Your generosity provides our athletes with the additional tools to flourish academically, athletically and socially.

At SUNY Cortland, we pride ourselves on being the premier program in the conference and one of just a handful of institutions out of 400-plus colleges and universities nationwide that can truly proclaim to be among the NCAA Division III elite. In the past three decades alone, our athletic program has won 23 national team titles in eight sports, nearly 100 individual national crowns and more than 200 conference team championships.

Our student-athletes strive for the same level of success in the classroom. Our athletes represent nearly every academic department on campus. They are unofficial ambassadors for the College who will graduate with the lifelong lessons gained from the powerful blend of outstanding academic and athletic preparation. Your investment has solidified and maximized that experience for all of them.

We hope to see you at future athletics events and thank you for being a part of the SUNY Cortland Athletics family.

Sincerely,

*Your gift is tax-deductible. Please use this letter for income tax purposes to confirm that your payment is in support of the Cortland College Foundation, and that neither the foundation nor the College has provided goods or services to you in exchange for your gift.*



Date

Name

Address

City State Zip

*"Thank you for this opportunity to succeed.  
It means a great deal to me that you have  
made a positive impact for students like me  
to thrive."*

*~Student '11*

Dear :

It is my great pleasure to thank you for your recent gift of \$XX in support of The Cortland Fund. The future is bright for SUNY Cortland. Annual gifts, which provide direct support for our students and faculty, help sustain the College's momentum and accomplish its mission of being a college of opportunity.

Every gift is appreciated. We count on your donations to fund new initiatives, high-quality academic programs and student scholarships. Most importantly, your financial support is critical to our students — the problem solvers of the future — whose passions will effect positive change in our world.

We value your commitment to Cortland. It is deeply gratifying to know that you share our vision of excellence. On behalf of the entire campus community, thank you for your generous and thoughtful contribution and for investing in the future of SUNY Cortland and our world.

Sincerely,

*Your gift is tax-deductible. Please use this letter for income tax purposes to confirm that your payment is in support of the Cortland College Foundation, and that neither the foundation nor the College has provided goods or services to you in exchange for your gift.*

Date

Name

Address

City State Zip

Dear :

It is my great pleasure to thank you for your recent 5-year pledge of XXXX to the Faculty and Staff Campaign in support of Educating Champions – The Campaign for Cortland. In keeping with your request, your gifts will be designated for <<FUND>>. The future is bright for Cortland. Annual gifts, which provide direct support for our students and faculty, help sustain the College's momentum and accomplish its mission of being a college of opportunity.

Every gift is appreciated. We count on your donations to ensure that the qualities and traditions that distinguish a Cortland education are maintained for generations to come. Most importantly, your financial support is critical to our students — the problem solvers of the future — whose passions will effect positive change in our world.

We value your personal commitment to Cortland. It is deeply gratifying to know that you share our vision of excellence. On behalf of the entire campus community, thank you for your generous and thoughtful contribution and for investing in the future of SUNY Cortland and our world.

Sincerely,

*Your gift is tax-deductible. Please use this letter for income tax purposes to confirm that your payment is in support of the Cortland College Foundation, and that neither the foundation nor the College has provided goods or services to you in exchange for your gift.*

Date

Name

Address

City State Zip

*“Thank you for this opportunity to succeed.  
It means a great deal to me that you have  
made a positive impact for students like me  
to thrive.”*

*~Student '11*

Dear :

It is my great pleasure to thank you for your leadership gift of \$XX in support <<FUND>>. The future is bright for SUNY Cortland. Annual gifts, which provide direct support for our students and faculty, help sustain the College’s momentum and accomplish its mission of being a college of opportunity.

Your leadership gift reflects a vote of confidence in SUNY Cortland and significantly affects the people who learn and lead here. We count on your donations to ensure that the qualities and traditions that distinguish a Cortland education are maintained for generations to come. Most importantly, your financial support is critical to our students — the problem solvers of the future — whose passions will effect positive change in our world.

As a member of the Partners in Leadership, we look forward to welcoming you to exclusive events, providing you with special news about the College, providing a special listing in the Cortland College Foundation’s annual Honor Roll of Donors and giving you the knowledge that you are contributing to the success of SUNY Cortland.

We value your commitment to Cortland. It is deeply gratifying to know that you share our vision of excellence. On behalf of the entire campus community, thank you for your generous and thoughtful contribution and for investing in the future of SUNY Cortland and our world.

Sincerely,

*Your gift is tax-deductible. Please use this letter for income tax purposes to confirm that your payment is in support of the Cortland College Foundation, and that neither the foundation nor the College has provided goods or services to you in exchange for your gift.*

Date

Name  
Address  
City, State ZIP

Dear [First name]:

I am pleased to officially acknowledge your gift of \$25.00 to the College at Oneonta Foundation for ***The Fund for Oneonta***. Your gift was processed on December 13, 2010.

Gifts like yours have a tremendous impact on our College—and our students. They provide SUNY Oneonta with the resources to prepare our country's future teachers, scientists, community leaders, business people, professionals and artists to meet the challenges of tomorrow. In short, ***your gift every year shapes our students' lives every day***.

On behalf of the entire College community, I offer my sincere thanks for your support. If you have any questions about your gift, or to learn more about what's new at SUNY Oneonta please contact me at 607-436-XXXX or visit [www.oneontaalumni.com](http://www.oneontaalumni.com).

Sincerely,

A handwritten signature in dark ink that reads "Diane M. Pierce". The signature is fluid and cursive, with the first name "Diane" being more prominent than the last name "Pierce".

Diane M. Pierce  
Director of Advancement Services  
and Donor Relations

*P.S. This letter serves as an official receipt for your tax records. Your gift is fully deductible to the extent allowed by law. No goods or services were offered or provided in exchange for your gift.*

May 4, 2011

Dear Abcdefg,

*Thank you for your generous gift to SUNY Oswego **Baseball**. Your donation of **\$250** places you in the Sheldon Associates Society, and makes you part of **The President's Circle**, which recognizes the college's closest friends. You are making a real difference in the lives of our students in and out of the competitive arena.*

*Oswego student athletes are part of a rich athletic legacy. With your help, we are able to support our students both in and out of the classroom; instill in them the value of sportsmanship, and strive for excellence in all of our sports.*

*Your support is an integral component of the student athlete experience. On behalf of the students who directly benefit from your generosity, please accept my sincere appreciation for your gift.*

*Sincerely,*

May 4, 2011

Dear Lou and Marilee,

*Thank you for your generous gift to the **Luciano Iorizzo Endowed Scholarship**. Your donation of **\$250** places you in the Sheldon Associates Society, and makes you part of **The President's Circle**, which recognizes the college's closest friends. As one of SUNY Oswego's most cherished and essential supporters, you are making a real difference in the lives of our students. Your support will truly benefit the SUNY Oswego campus and will help us to build stronger programs now and in the future.*

*Every dollar makes a difference in the lives of our students, and when put together, donations to Oswego can do great things. Just ask our students, who make the most out of each gift -- in the classroom, on campus and ultimately throughout their lives of success and service to our communities.*

*We know that economic times are challenging making your investment in public higher education even more significant. By supporting SUNY Oswego and our students you are opening a world of opportunity for tomorrow's leaders, problem solvers and visionaries. Please accept our sincere appreciation -- and that of the entire campus community -- for your generous support.*

Sincerely,

April 7, 2011

Address

Dear Michael,

Thank you for your generous gift of \$25 to ***The Fund for Oswego*** and for participating in "March Matchness." Your donation makes a direct and immediate impact on the lives of our students. Your annual gift helps our students reach their dreams and forge productive lives. As promised, Tim Barnhart '02 will be matching your gift which doubles the impact on Oswego's students, programs and campus as a whole.

Unrestricted gifts such as yours grant the college the agility to seize opportunities as they arise and the flexibility to support and enhance programs that have immediate needs.

Every dollar makes a difference in the lives of our students, and when put together, donations to ***The Fund for Oswego*** can do great things. Alumni gifts give current students the education, skills and opportunities they need to achieve their goals and succeed in our ever-changing world. Your success and support as a Graduate of the Last Decade inspires them.

Please accept our sincere thanks and know that you have truly made a difference at SUNY Oswego!

Sincerely,

**This letter acknowledges that your gift is tax deductible.**

Federal tax law requires us to inform you that no goods or services were provided in exchange for this donation. Please keep this letter for your tax records.

Gift Date: 3/31/2011

Gift Receipt Number: 312671

December 15, 2010

Address

Dear Lori,

Thank you for your recent gift of **\$100** to the **Possibility Scholarship**.

Through your generosity, SUNY Oswego can deliver meaningful personal and financial assistance to students who face significant barriers to attending college. This scholarship program will transform the lives of student scholars and set them on a path that can meet both their individual achievement goals and humanity's need for knowledge to conquer global challenges.

*Possibility Scholarships is a critical initiative. You are helping us realize our important public mission to educate thoughtful, well- prepared citizens in a global society. Every dollar given to support a Possibility Scholar makes an impact, as they make the most out of each gift – in the classroom, on campus and ultimately throughout their lives. Communities thrive when all people have the chance to succeed.*

On behalf of the entire SUNY Oswego community, please accept our sincere appreciation for helping to provide a transformative experience for Possibility Scholars.

Sincerely,

**This letter acknowledges that your gift is tax deductible.**

Federal tax law requires us to inform you that no goods or services were provided in exchange for this donation. Please keep this letter for your tax records.

Gift Date: 12/4/2010

Gift Receipt Number: 309743



May 4, 2011

Dear ABCDEFG,

*Thank you for your generous gift to SUNY Oswego. Your unrestricted donation of \$1,000 places you in the Sheldon Inner Circle, and makes you part of **The President's Circle**, which recognizes the college's closest friends. As one of Oswego's most cherished and essential supporters, you are making a real difference in the lives of our students.*

*Every dollar makes a difference in the lives of our students, and when put together, donations to Oswego can do great things. Just ask our students, who make the most out of each gift -- in the classroom, on campus and ultimately throughout their lives of success and service to our communities.*

*We know that economic times are challenging making your investment in public higher education even more significant. By supporting SUNY Oswego and our students you are opening a world of opportunity for tomorrow's leaders, problem solvers and visionaries. Please accept our sincere appreciation -- and that of the entire campus community -- for your generous support.*

Sincerely,

May 2, 2011

Address

Dear Jim and Debra,

Thank you for your generous gift of \$50 to *The Fund for Oswego*. Your donation makes a direct and immediate impact on the lives of our students. Your annual gift helps our students reach their dreams and forge productive lives.

Unrestricted gifts such as yours grant the college the agility to seize opportunities as they arise and the flexibility to support and enhance programs that have immediate needs.

Every dollar makes a difference in the lives of our students, and when put together, donations to *The Fund for Oswego* can do great things. Just ask our students, who make the most out of each gift -- in the classroom, on campus and ultimately throughout their lives of success and service to our communities.

We know that economic times are challenging making your investment in public higher education even more significant. By supporting SUNY Oswego and our students you are opening a world of opportunity for tomorrow's leaders, problem solvers and visionaries. Please accept our sincere appreciation – and that of the entire campus community – for your generous support.

Sincerely,

**This letter acknowledges that your gift is tax deductible.**

Federal tax law requires us to inform you that no goods or services were provided in exchange for this donation. Please keep this letter for your tax records.

Gift Date: 4/28/2011

Gift Receipt Number: 313384

Dear:

So many remarkable things are happening here at SU and we have much to celebrate. But most importantly, we celebrate those who make it all possible.

Many thanks for your very generous gift to SU's Annual Fund. As a loyal supporter, you well know the integral role these resources play in supporting students, faculty, and the University's highest priorities.

What a fine example of how generous support of one's passions can make such a difference in our world, for our world! Thank you for all that you do to support SU. I look forward to visiting with you again soon.

Sincerely,

Executive Vice President  
Advancement and External Affairs

May 23, 2011

«name»

«addrline1»

«addrline2»

«addrline3»

«addrcity», «addrplace» «addrzipcod»

Dear «salutation»:

It is my pleasure to acknowledge, on behalf of all of us at Temple's School of Communications and Theater, your generous support of the 2010 Lew Klein Alumni in the Media Awards.

With your commitment to this signature Temple event, you are not only celebrating the significant personal and professional achievements of our alumni honorees but you are also providing much needed support for the Lew Klein Awards Fund. Your sponsorship of the Lew Klein Alumni in the Media Awards directly benefits SCT students by providing scholarships that enrich their educational pursuits as they pursue real-world experiences like internships, studying abroad and independent studies.

Thank you again. I am delighted that you are a part of our generous School of Communications and Theater community. Feel free to contact me at 215-926-2588 or [kwiseman@temple.edu](mailto:kwiseman@temple.edu) with questions or to share your thoughts about the Lew Klein Awards or on SCT's momentum.

Sincerely,

Katharine A. Wiseman  
Assistant Director of Development and Alumni Relations

May 23, 2011

«name»

«addrline1»

«addrline2»

«addrline3»

«addrcity», «addrplace» «addrzipcod»

Dear «salutation»:

Thank you, you have made an impact on our educational mission at Temple University's School of Communications and Theater. It is my pleasure to acknowledge, on behalf of all of us at SCT, your generous support for the 2010 Lew Klein Alumni in the Media Awards.

Not only recognizing tremendous alumni who are civically engaged, who are leaders and innovators within their fields, the Lew Klein Alumni in the Media Awards provides for our future media leaders by directly supporting scholarships for our students at the School of Communications and Theater. Thank you, your support for these 10<sup>th</sup> Anniversary Awards provides the funds that enable our students to pursue real-world educational experiences that complement their classroom educations. Students benefiting from the Lew Klein Alumni in the Media scholarships pursue internships, study abroad and independent projects – educational opportunities that would not be possible without your sponsorship and support.

You are welcome to reach me at 215-926-2588 or [kwiseman@temple.edu](mailto:kwiseman@temple.edu) with questions or to share your thoughts on the Lew Klein Alumni in the Media Awards or our School. Thank you again for being a generous member our School of Communications and Theater community.

Sincerely,

Katharine A. Wiseman  
Assistant Director of Development and Alumni Relations

May 23, 2011

«name»  
«addrline1»  
«addrcity», «addrplace» «addrzipcod»

Dear «salutation»:

Many thanks for your continued generosity for the School of Communications & Theater. On behalf of all of us at SCT, my warmest thanks for your commitment of \$«giftamount» for «purpose». The impact of your generosity can be seen daily as our students achieve their educational goals guided by Temple's talented and dedicated faculty.

Private support is vital to our mission at the School of Communications and Theater. It strengthens our academic programs, provides technology and resources for students and faculty and enhances scholarship opportunities for students who need it most. SCT could not be the leader in theater and communications education that it is today without such support from you, and others like you, who recognize the value of a Temple education.

Thank you for being a partner in our mission. You have made it possible for today's students to gain the knowledge and experience necessary to become tomorrow's arts, media, civic and business leaders. You are welcome to reach me at either [kwiseman@temple.edu](mailto:kwiseman@temple.edu) or 215-926-2588.

Best regards,

Katharine A. Wiseman  
Assistant Director of Development and Alumni Relations

2. LETTER FOR ALL DESIGNATED GIFTS SUCH AS ENDOWMENT, AF AND SOFT CREDITED DONORS.

DATE

«MailingName»  
«AddressLine1»  
«AddressLine2»  
«AddressLine3»  
«CityStateZip»  
«Country»

Dear «CombinedSal1»:

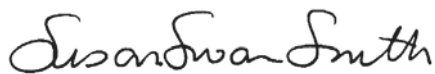
Thank you for your gift to «Dist1Fund». Your gift to Hockaday helps us lengthen our strides, heighten our reach and ignite brilliance in each of our girls.

Today's Hockaday education focuses on the School's original Four Cornerstones of Character, Courtesy, Scholarship and Athletics. Nearly a hundred years later, these Cornerstones are as relevant as ever in fostering the highest forms of intellectual exploration and social development in each student. Every girl is challenged to push her limits of learning, discovering her personal bests and exceeding them. As a School, we are challenged to sustain the most highly regarded teachers, distinctive curriculum offerings, myriad leadership opportunities and outstanding facilities for our girls.

Please find a record of your gift for income tax purposes at the conclusion of this letter. Contact me directly at 214.360.6536 or by e-mail at [sswansmith@mail.hockaday.org](mailto:sswansmith@mail.hockaday.org) with any questions or if you need more information.

Because of your support, we will continue our spirited journey beyond the expected – and challenge our girls to do the same.

Sincerely,



Susan Swan Smith  
Assistant Head for Development and External Affairs

---

**Income Tax Receipt**

**Note:** *No gifts or services have been provided, in whole or in part, for this contribution. The Hockaday School is a tax-exempt charitable organization under Section 501(c) (3) of the Internal Revenue Code. The federal tax identification number is 75-0800650-3.*

«MailingName»	Pledge Date	«PldgDate»
«AddressLine1»	Total Pledge	\$«PldgAmt»
«AddressLine2»	Payment Date	«DateRecd»
«CityStateZip»	Payment	\$«AmtRecd»
«Country»	Balance Due	\$«PldgBalance»

JEANNE'S TY LETTER FOR DONATIONS OVER \$1,000 (TO INSERT  
ANNUAL FUND IF APPLICABLE)

DATE

«MailingName»  
«AddressLine1»  
«AddressLine2»  
«AddressLine3»  
«CityStateZip»

Dear «CombinedSal3»:

A Hockaday education is a great distinction, and we seek to always enhance our position as a leader in the field of girls' education. In doing so, we offer superior academics, esteemed faculty who use both advanced technology and traditional educational resources, and a wealth of extracurricular and athletic programming.

Hockaday fosters an environment in which each girl can discover and reveal her unique voice. Our Hockaday girls thrive as they explore the far edges of their capabilities as students, athletes, scientists, artists, friends and citizens in an ever-changing world. They are challenged and nurtured to become their best selves and to make meaningful contributions to their local and global communities.

It takes the foresight of loyal supporters to provide this truly extraordinary experience for our Hockaday girls. Your partnership [in the Annual Fund] ensures our place as one of the finest schools anywhere. You have touched the lives of countless students and faculty and have helped continue our tradition of excellence. Thank you.

Very truly yours,

Jeanne P. Whitman



Date

«PName1» «FName1» «MName1» «LName1» «SName1»  
«BusinessTitle1»  
«BusinessName1»  
«Address11»  
«Address21»  
«City1», «State1» «Zip1»

Dear «Salutation»:

Thank you for «Your» gift to «ProjectName1». Your support is vital in making Ohio State the university of the American dream. We are at a crucial time in this institutes history and we must be urgent in our quest for imminence. I do appreciate your partnership in that pursuit.

Best wishes.

Sincerely,

E. Gordon Gee  
President

April 20, 2011

Dr. and Mrs. George S. Morrison  
2 Wellington Oaks Circle  
Denton, TX 76210-5571

Dear Dr. and Mrs. Morrison:

It brings me great pleasure to express my appreciation for completing your pledge supporting the new football stadium and entertainment venue at Mean Green Village. Your gift enhances the landscape of UNT, providing a “window” to the campus for prospective students, donors, corporate partners and the public at large. And, as a longtime faculty member, your support is truly a vote of confidence in the university, our athletic program and the vision we share as employees of UNT.

The stadium will make a dramatic impact in recruiting the best student-athletes. It also positions UNT’s overall university facilities on equal – or better – standing with our Division I competitors. More important, your gift will undoubtedly enrich the lives of student-athletes for years to come.

Anticipation of the first home game in the new stadium is growing every day. I hope to see you on September 10, 2011 when we celebrate this historic event.

Thank you again for your generous support and longtime service to UNT.

Sincerely,

V. Lane Rawlins  
President

VLR/kam

**SAMPLE LETTER: CORPORATE**

August 9, 2010

Mr. John Smith  
Director, Storm Water Division  
Mega Store, Inc.  
Street Address  
City, State, Zip

Dear Mr. Smith:

On behalf of the University of North Texas, it brings me great pleasure to express my appreciation to Mega Store, Inc. for the generous gift supporting UNT's Elm Fork Watershed Ambassadors program. We are honored to have Mega Store as a corporate partner that shares our commitment to positively impact water quality in our communities.

With Mega Stores's support, Elm Fork is building on a history of exceptional educational programs for children with new outreach to teachers and families. I am confident the Watershed Ambassadors program will provide an exceptional return on your company's investment by empowering citizen-scientists who will, in turn, volunteer in their community and educate others about protecting watershed quality.

UNT appreciates Mega Store's commitment to creating cleaner, healthier water supplies, and we are grateful for your support as a like-minded community partner in this work. We look forward to launching the Watershed Ambassadors program; thank you for this wonderful opportunity.

Best regards,

Paul Jones  
President

**SAMPLE TEMPLATE FOR GIFT-IN-KIND**

Date

Name

Street

City, State, zip

Dear Salutation:

Thank you for your support of the University of North Texas.

I am pleased to acknowledge your gift of (name of item) valued at \$\_\_\_\_\_ benefitting the College of \_\_\_\_\_. For your reference, please find a description of the item(s) that you provided with your donation. Your contribution represents dollars saved which can be applied to support the programs and services provided in the College of \_\_\_\_\_.

Thank you for your unique gift and helping promote successful learning at UNT.

Sincerely,

Jane Smith

Director of Donor Relations

JS/kam

Enclosure

**SAMPLE: MEMORIAL SCHOLARSHIP**

March 24, 2011

Mr. David Jones  
Street  
City, State Zip

Dear Mr. Jones:

On behalf of the University of North Texas, it gives me great pleasure to acknowledge your recent gift supporting the Karla Jones Memorial Scholarship benefitting students in the College of Business.

Your gift is important to students facing the challenges of financing a college education. Scholarships help break down these barriers and create learning opportunities so students can experience success, just as Karla did as a student at UNT and later in her career.

Thank you again for your investment and for helping bolster student success in the College of Business.

All the best,

Vice President for Advancement

**SAMPLE KENDALL SOCIETY WELCOME LETTER**

May 20, 2011

Mr. and Mrs.  
Street  
City, State, Zip

Dear

On behalf of the University of North Texas, I again have the pleasure to express my sincere appreciation to you for your generous support of UNT.

Your recent generosity has now qualified you as a member of The Kendall Society in the prestigious Founder's Circle. Named in honor of J.S. Kendall, who served as the future university's fourth president from 1901 to 1906, this society recognizes lifetime contributions to UNT from individuals totaling \$250,000 to \$499,000. Your confidence in our programs and initiatives is evidenced by your continued support – you are making a difference in the futures of our students in countless ways.

Again, I thank you for your longtime generosity and continued support of UNT as we look forward to years of continued success!

Sincerely,

John R. Doe  
President

JRD/kam

PLANNED GIVING SAMPLE

April 14, 2010

Ms. Betty White  
Street  
City, State Zip

Dear Ms. Finley:

On behalf of the University of North Texas, please accept my gratitude for your planned gift to the university. Your gift will be designated to the UNT Alumni Association to provide scholarships for students with financial need.

As an alumna, your selection of UNT as a beneficiary of your estate speaks volumes. Your confidence in the university's commitment to providing quality higher education programs is important to our continued success.

Thank you for your service to UNT and for including the university in your estate plans.

All the best,

Vice President for Advancement

## SAMPLE RECOGNITION SOCIETY WELCOME LETTER

Date

Name

Street Address

City, State Zip

Dear Mr. and Mrs. :

Words cannot begin to measure the importance of private financial support to the University of North Texas. So, to that end, we have created **Recognition Societies** to formally acknowledge such generosity. Enclosed please find information detailing the four societies, each named for a past university president who made an indelible mark on the university during their respective tenures. Although these past presidents experienced their own unique challenges, they all shared the common characteristics of expanding, building, and engaging others in support of the university.

Your recent generosity has qualified you as a member of **The Chilton Society**. Named in honor of university founder Joshua Crittenden Chilton, this society recognizes contributions from individuals that total \$100,000 to \$249,999. Chilton came to Denton in March of 1890, hoping to start a normal college in the area. Little did he know when he began teaching students above a hardware store on the Denton courthouse square that his determination would ultimately lead the Texas Normal College and Teacher Training Institute being chartered in 1891. And today the University of North Texas is the choice for over 36,000 students – an accomplishment beyond Joshua Chilton's dreams!

Congratulations on becoming a member of **The Chilton Society**. And thank you for your history of generosity earmarked for our most important programs and projects.

Sincerely,

John R. Doe  
President

JRD/kam

Enclosure



DATE

NAME  
ADDRESS  
ADDRESS  
ADDRESS

Dear SALUTATION:

I am pleased to acknowledge your recent contribution of \$XXXXX designated to XXXX. Gifts to The University of Texas at San Antonio are vital now and always, and on behalf of our faculty, staff, and students, I am grateful for your generous investment in the university.

We are inspired to become a nationally recognized research university for many reasons, but the most motivating is that we believe the people of Texas should have access to exceptional opportunities. By making a gift, you are helping lead this effort forward. Supporting student success, creating new knowledge, providing resources to serve society and enriching the experiences that are available for our students and the community—all are made possible by the generosity of the friends and businesses who give to UTSA.

If I can answer any questions you may have, please email me at [first.last@utsa.edu](mailto:first.last@utsa.edu) or call my office at (###) ###-####. Thank you for making UTSA a philanthropic priority. I hope that we will have your continued support as we work to provide even greater opportunities for the people of Texas.

With sincere gratitude,

NAME  
Vice President for University Advancement

DATE

NAME  
ADDRESS  
ADDRESS  
ADDRESS

Dear NAME:

Thank you for your recent gift of \$##### to The University of Texas at San Antonio. On behalf of our faculty, staff and more than 29,000 students, we are grateful for your support.

UTSA relies on gifts like yours to fund new initiatives, respond to opportunities, support existing high-quality academic programs, and attract outstanding students. With your commitment, you are helping to ensure that we can fulfill our promise as an emerging research university.

We are inspired to become a nationally recognized research university for many reasons, but the most motivating is that we believe the people of Texas should have access to exceptional opportunities. The research pursued at UTSA will attract new economic resources and experts to benefit our community. Our students deserve to learn from the brightest minds and to actively participate in a first-rate university experience without having to face overwhelming worry about whether they can pay tuition each year.

I look forward to having you as a donor to UTSA for many years to come, and I hope that you are as excited as I am about the outlook for the future of our university. If I can answer any questions you may have, please feel free to e-mail me at [first.last@utsa.edu](mailto:first.last@utsa.edu) or call my office at (###) ###-####. Again, thank you for your generosity.

Sincerely,

NAME

DATE

NAME  
TITLE  
ORGANIZATION  
ADDRESS  
ADDRESS

Dear FIRST:

One aspect that I enjoy of being President of The University of Texas at San Antonio is when I have the opportunity to thank wonderful supporters like you and the team at ORGANIZATION. I am pleased to hear that you and your colleagues have continued your generous commitment to the University through the recent gift of \$XXX,XXX to fund scholarships and a variety of other programs at UTSA.

We believe that the people of Texas deserve the opportunities that will come as we continue our quest to be an even stronger, world-class research university. We are relying on private support, like what ORGANIZATION has provided us for many years, to help us meet our goals, especially in keeping educational opportunities accessible for our students. As UTSA continues to pursue such ambitious goals, we have gained confidence from knowing that we have support from leaders in our region, including our friends at ORGANIZATION.

Encouragement from alumni and industry is making the achievement of so many goals a reality, for both the University and our students. Thank you for understanding the importance of higher education to our community and for demonstrating your leadership by supporting UTSA so generously.

Sincerely,

NAME  
President

XX/xx

Dear xxxxxxx,

Spring is in the air here on campus! If you have a moment just stop by and experience the energy of the students. As I write this the quad is buzzing with conversation –seniors are excitedly discussing their college choices, art student are talking about the show that opened last night and the student film festival that is going on as well. Recent AWE veterans still have that swagger in their step as they pause to talk to the kids who just finished the FIRST Robotics completion, or those who just arrived back from their trips to China or Viet Nam. Finals and AP Exams don't dampen their exuberance. They are energized and ready to take on the world. Another year will soon culminate in graduation with this beautiful campus as a backdrop.

And next year a very lucky student will enter this special world, thanks to your recent gift of \$500, representing the first installment of your \$2,000 pledged gift in support of the Opportunity Fund. As you know, through your generous support we have been able to significantly increase the number of students admitted on financial aid. We are excited about the great students who will be coming to the School, several of whom are truly exceptional.

I am very grateful for your commitment to helping Athenian students achieve their fullest potential through your continuing support for families who otherwise may not have the opportunity to attend our School. Thank you again for your partnership in this important endeavor and for all that you continue to help make possible here at Athenian.

With warm regards,

Head of School

*The Athenian School is a 501(c)(3) tax-exempt organization, with tax ID number 94-6070808.*

*Your donation is tax deductible to the full extent allowed by law. This letter confirms that no goods or services were received in consideration of your gift and provides official receipt of your donation for tax purposes.*

DATE

Mr. and Mrs. John Q. Donor  
100 Main Street  
Columbus, OH 43220

Dear Mr. and Mrs. Donor:

On behalf of The Ohio State University Foundation, I extend my deepest appreciation for «Your» gift for «ProjectName1». You are creating vital opportunities for our students, faculty and staff to attain unprecedented excellence and to lead the way in pioneering achievement.

Sincerely,

Imda Boss  
Senior Vice President for University Development,  
President of The Ohio State University Foundation,  
and Special Assistant to the President

Mr. and Mrs. John Q. Donor  
100 Main Street  
Columbus, OH 43220

On behalf of The Ohio State University community, please accept our appreciation for your generous support. You make possible the dreams and the discoveries that inspire our students, faculty, staff and researchers.

Simply put, your gift makes our success possible.

Jeff M. S. Kaplan  
Senior Vice President for University Development,  
President of The Ohio State University Foundation,  
and Special Assistant to the President

## **2010-2011 ADRP Acknowledgement Letter Swap**

Submitted by  
Dorothy Thompson  
Assistant Director, Donor Relations  
Trinity College, Hartford, CT

### **Annual Fund Gift, Fall**

Thank you for enhancing the excellence of Trinity College with your recent gift to the Trinity College Fund. Your generosity enables our students, faculty, and staff to reach new levels of success, and I am personally grateful for your continued support.

This fall, Trinity welcomed an extraordinarily accomplished and diverse group of incoming students. The Class of 2014 boasts the highest average SAT scores and class rank of any incoming class in the College's history. Its members come to us from 34 states, 26 countries, and a wide variety of cultural and economic backgrounds. Nearly 40 percent are receiving scholarship aid of some kind, made possible, in part, by the unprecedented growth of the Trinity College Fund in recent years. The unwavering support of alumni, parents, and friends like you helped to assemble this remarkable class. Your continued generosity will provide its members, and all Trinity students, with opportunities for the life-changing experiences that are the hallmarks of a Trinity education.

During the last academic year, annual giving at Trinity outpaced nearly every other college and university in the nation. Your leadership and support will help us capitalize on that tremendous momentum and carry the College to even greater heights. On behalf of the many students and faculty who benefit from your philanthropy, I thank you for choosing Trinity, and wish all good things for you and yours.

### **Annual Fund Gift, Spring**

Thank you for your leadership gift to the Trinity College Fund. Our students, faculty, and staff will benefit enormously from your steadfast support, which also affirms your confidence in our endeavors.

The impact of the Cornerstone Campaign is apparent everywhere on campus this spring—in our classrooms, laboratories, and performance halls; on the playing fields; and in the College's ability to recruit the most promising students possible, regardless of financial need. Dean Larry Dow and his staff have just completed the Herculean task of selecting the Class of 2015 from among nearly 7,000 young men and women. Applications jumped an unprecedented 48% this year, tangible evidence that Trinity's national reputation and academic excellence are as revered by prospective students as they are by you and others like you, who choose to invest so generously in the College and its students. The Trinity College Fund provides financial sustenance to fuel virtually every element of our growth.

I have often said that colleges cannot stand still. Trinity is advancing on all fronts because you and other alumni, parents, and friends are committed to its success. On behalf of all those empowered by your support, I thank you once again, and wish you and yours all the best.

## **Parents Fund Gift**

Thank you for enhancing the excellence of Trinity College with your leadership gift to the Parents Fund. Your philanthropic investment will have a tremendous impact on CHILD'S NAME and [his/her] fellow students.

The unprecedented growth of the Parents Fund in recent years is mirrored in the achievements of our students and faculty and the expansion of unique learning opportunities Trinity offers. This year, our students will study abroad in 40 different countries, volunteer in more than 25 College-sponsored community service projects, compete in 29 intercollegiate athletic teams, and perform with one of more than a dozen singing, dance, and musical ensembles, among many other unique curricular and cocurricular initiatives. In addition, your philanthropy empowers us to recruit and retain distinguished faculty members who are at the forefront of their respective fields, and preserve the intimate class sizes that allow students to forge lifelong bonds with their professors. In short, the Parents Fund supports our students at every point in their educational journey.

Your leadership also sets a shining example for your fellow parents, adding to the momentum that will carry the College to even greater levels of achievement. On behalf of the many students and faculty who benefit from your philanthropy, I thank you for choosing Trinity, and wish all good things for you and yours.

## **Athletics**

Thank you for enhancing the excellence of Trinity College with a leadership gift to the DESIGNATION. Your support will help Coach NAME enhance the team's competitiveness and ensure a quality experience for his/her players.

A robust athletics program benefits the whole Trinity community. Student-athletes develop discipline and leadership skills through rigorous training and competition, amidst a supportive community of teammates, coaches, and faculty advisers. The achievements of our athletes provide inspiration and rallying points for all Trinity students, who also gain increased opportunities for exercise and recreation through the resources and facilities that sustain intercollegiate sports. The success of our athletics program brings the College international acclaim, affirming the reputation for excellence that ensures each new class of students surpasses the last, both in academic achievement and cultural diversity. Thus, your gift to bolster the SPORT team strengthens the foundations of Trinity College.

Your exemplary generosity adds momentum to our efforts to build support for the College's athletics program through the Cornerstone Campaign. Once again, on behalf of the many beneficiaries of your philanthropy, I thank you for being an essential part of the Bantam team.

## **Endowed Fund or Capital Gift**

Thank you for enhancing the excellence of Trinity College with your generous gift to the *Endowed Fund Name*. Your generosity enables our students, faculty, and staff to reach new levels of success, and I am personally grateful for your continued support.

## **2<sup>ND</sup> PARAGRAPH CUSTOMIZED FOR DESIGNATION**

Trinity owes its greatness to the generations of alumni, parents, and friends such as you, who have made the College a philanthropic priority. Your support bolsters our achievements and lays a foundation for a future that is full of promise. On behalf of all of the students, faculty, and staff who benefit from your generosity, I thank you once again. I wish you and yours all the best.



### **Paragraph for Scholarships**

Ensuring accessibility and financial aid for students in need is among our highest priorities at Trinity, especially in today's difficult economic times where an increasing number of families are facing many challenges. Your support of the *Name Scholarship* ensures that Trinity can support a diverse and vibrant student body, creating educational opportunities for students with exceptional promise. As these students pursue their academic and personal aspirations, present and future NAME Scholars well among them, Trinity becomes a better place.

### **Paragraph for Faculty Support**

Nothing is more essential to a college than its faculty. Indeed, faculty members create colleges and universities; they design the curricula, construct the courses, and establish the learning environment of every classroom. The *[NAME] Fund* provides gifted professors with resources to remain at the forefront of their fields, empowering them to invigorate our academic programs, create new opportunities for our students, and enhance the global reputation of the College.

### **Pledge**

Thank you for your generous commitment to support the DESIGNATION. It is a joy to know that Trinity can rely on your philanthropy, which sets a sterling example for the alumni/parent community, and will help the College reach new levels of excellence.

I know that there are many causes worthy of your support, and it means a great deal to me that you have chosen to make Trinity a significant philanthropic concern. Your decision to support the College will make a meaningful difference not only for the Trinity community, but also for people all across the world whose lives are touched by our students, faculty, and staff. BLURB CUSTOMIZED FOR THE DESIGNATION.

Your commitment strengthens Trinity's financial foundations and prepares us for a future that is full of promise. On behalf of all of the students, faculty, and staff who will benefit from your philanthropy, immediately and in years to come, I thank you once again. I extend my warmest wishes to you and your family.

### **Gift Annuity/Reunion**

Thank you for your recent investment in Trinity through a charitable gift annuity, the residuum of which will support the *Class of 1961 Scholarship Fund*. Your generosity will offer tremendous benefits for our students, faculty, and staff.

Your gift annuity has the immediate advantage of strengthening the College's financial foundation and will help to ensure that future generations of Trinity students have access to a quality education, as well as the opportunity to pursue their studies and engage in campus life, regardless of their means. Your generosity is a wonderful way to celebrate your 50th Reunion and sets a sterling example for all members of the Class of 1961. I have no doubt your leadership will inspire additional giving.

I hope to see you at the Reunion festivities in June. Until then, I wish you all the best, and thank you for including Trinity College and its students in your long-term financial plans.

### **Bequest Intention**

Thank you for your thoughtful estate planning on behalf of the College. Each year bequests to Trinity enrich the experience for our students. Your future support will help the College in myriad ways, from allowing us to attract the very best faculty and students to offering us the flexibility to respond to crucial needs. On behalf of the future scholars who will be touched by your gift, I send deep gratitude.

Xxxx xxxxxx  
Street  
City State Zip

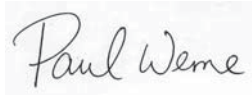
Thank you for your support to Trinity Western University.

Your gift of \$ 100.00 in the month of May 2011 was designated as follows:

xxx.xx                      xxxxxxxxxxxxxx

If you have any questions regarding this donation or gifting to the University please contact [twu.receipts@twu.ca](mailto:twu.receipts@twu.ca) .  
Address and email updates can also be sent to this email address.

May the Lord richly bless you.



Paul Weme  
Vice-President for Development

CANADA    Trinity Western University 7600 Glover Road, Langley BC V2Y 1Y1 Tel 604-8887511  
USA        PO Box 361, Lynden WA 98264-0361 Tel 800-587-4648  
WEB        www.twu.ca

**\*\*\*This is not an official tax receipt.** Your charitable tax receipt, for the year, will be sent to you in January 2012

80616       7845 2 CVSU

May XX, 2011

Name  
Address  
City State

Dear Name,

Thank you for your recent gift to the Cummings School of Veterinary Medicine at Tufts University. Donations like yours make all the difference in allowing us to accomplish our goals. Your generosity opens doors to students, supports outstanding faculty and sustains the breadth of services offered by our teaching hospitals.

This year, as the Cummings School undergoes the process of periodic accreditation review, our tradition of generous donor support will factor positively into the school's evaluation. In recent years, when overall economic and state budgetary factors have been unpredictable, consistent and generous philanthropic support has been a sustaining force, helping to keep the Cummings School strong.

Thank you for recognizing and valuing the school's mission of teaching, learning, research, and animal care. Your partnership is very much appreciated.

Sincerely,

Deborah T. Kochevar, DVM, PhD  
Henry and Lois Foster Professor  
Dean

## **UConn Foundation Letter Templates 10-11**

*Note: We assemble acknowledgment letters piecemeal and customize/add specific program information as necessary. In general, letters are signed by the president of the foundation.*

### **OPENING**

#### ***Board/faculty/staff***

It is my pleasure to thank you for your gift of \$ to benefit the XYZ Fund. The support of our Board members/faculty and staff is vital to the well-being of this University.

#### ***Campaign***

It is my pleasure to thank you for your gift of \$ to benefit the XYZ Fund. Much of the University's success depends on private gifts, and we greatly value your participation in our campaign.

#### ***Estate distributions***

On behalf of UConn, I would like to extend my thanks for the generous distribution of \$ from the estate of XYZ. His/her thoughtfulness will touch the lives of many students.

Thank you very much for the recent distribution of \$ from the estate of XYZ. Through this gift, Mr. XYZ has created a legacy of excellence by providing valuable educational opportunities for deserving students.

#### ***IMO/IHO***

Thank you for your gift of \$ to benefit the XYZ Fund. We are truly honored to be part of this wonderful tribute to (individual's) memory.

Thank you very much for your gift of \$ in memory of (individual) to benefit the XYZ Fund. This thoughtful remembrance will provide important resources for (program).

Thank you for your gift of \$ to establish the XYZ Fund in memory of (individual). We are grateful that you have chosen to honor your (relative)'s memory by investing in the future of our talented students.

On behalf of UConn, I would like to extend our thanks and appreciation for your gift of \$ to the XYZ Fund in memory/honor of (individual).

#### ***New pledge***

It is my sincere pleasure to thank you for your pledge of \$ to establish the XYZ Fund. Your considerable commitment will help us educate the future leaders of the ABC profession.

It is my sincere pleasure to thank you for your pledge of \$ to establish the XYZ Fund. Your support and dedication to UConn allow us to offer quality programs to outstanding students.

At UConn, we are truly grateful for the enthusiasm and involvement of our alumni and friends. Through your pledge of \$ to establish the XYZ Fund, you are demonstrating your confidence in our academic and research excellence.

### ***Ongoing support***

It is my pleasure to thank you for your gift of \$ to benefit the XYZ Fund. The ongoing support of our alumni and friends is vital to UConn's future success.

It is my pleasure to thank you for your gift of \$ to benefit the XYZ Fund. Through your ongoing generosity, you are enabling UConn to enhance its academic and research excellence.

We are truly grateful for your gift of \$ to benefit the XYZ Fund. Through your active involvement and financial support, you continue to demonstrate your confidence in UConn.

Thank you very much for your gift of \$ to benefit the XYZ Fund. Your benevolence continues to make a positive difference at UConn.

It is my pleasure to thank you for your recent payment of \$ toward your generous pledge of \$ to the XYZ Fund. This gift will play a pivotal role in expanding programs and increasing opportunities for students and faculty.

### ***Planned gifts***

It is my pleasure to thank you for your gift of \$ to establish a gift annuity, which will ultimately benefit the XYZ Fund. Through your planned gift, you are strengthening the educational/research/outreach programs at UConn today and creating new opportunities for tomorrow.

### ***Scholarship***

It is my pleasure to thank you for your gift of \$ to benefit the XYZ Scholarship Fund. Through your generosity, you are creating important educational opportunities for UConn's talented young men and women.

It is my pleasure to thank you for your gift of \$ to benefit the XYZ Scholarship Fund. Through your investment in this fund, many deserving individuals will be able to pursue and achieve their educational goals.

### ***Substantial gifts***

Please accept my deepest thanks for your generous gift of \$ to benefit the XYZ Fund. UConn owes much of its excellence to the loyalty and extraordinary generosity of individuals like you.

It is my sincere pleasure to thank you for the gift of \$ to benefit the XYZ Fund. Programs of this caliber would not be possible without the generosity and dedication of people like you.

## **PROGRAM SUPPORT**

### ***General***

The inspiring success of UConn is due to many people and many factors – the commitment and dedication of our faculty and staff, an outstanding student body and, most especially, generous philanthropic support from our alumni and friends. Through your generosity, you are ensuring the University's ongoing progress toward excellence.

As a land and sea grant institution, the University of Connecticut promotes the health of Connecticut and world citizens through focused research, experiential learning, and engaged outreach to encourage behaviors that lead to good quality of life. Your contribution to provide resources for XYZ will help UConn advance this tradition of excellence.

In these challenging times, we are particularly grateful that you have chosen to support higher education at the University of Connecticut. Private gifts from individuals like you enable us to enrich the educational experience for our students, recruit talented faculty and provide important outreach to the members of our community.

We are mindful of the significance of our role as a public university and a contributor to our community's well-being. The generosity of alumni and friends like you ensures that UConn will continue to provide our students, faculty and the community with top-notch educational, research and outreach programs.

The enthusiasm and involvement of our alumni and friends play a vital role in the outstanding education that UConn offers. Private support from individuals like you allows the University to provide essential resources for our students and faculty, strengthen research, enhance teaching and expand our service programs.

UConn is committed to providing educational and enrichment opportunities for students, faculty, alumni and friends. Through private support, we are increasing student scholarships, bringing nationally recognized scholars and performers to campus, providing outreach to our communities, and enhancing cultural awareness on campus and across the state. With your help, UConn will prepare our young men and women to be effective citizens, professionals and contributors to our communities and the nation.

Private support from our alumni and friends is essential to our success. Your contribution to support XYZ will enable us to attract and retain excellent students and outstanding faculty.

### ***Athletics***

In addition to giving student-athletes the opportunity to excel in academic achievement and athletic accomplishments, UConn's Division of Athletics endeavors to foster among our young people a sense of citizenship, leadership and social responsibility. Your gift in support of XYZ demonstrates your appreciation of the value these programs add to the educational experience, and will help ensure academic and athletic success for our outstanding student-athletes.

Private giving is necessary to ensuring quality educational and athletic opportunities for our student-athletes. Through your contribution, you are enabling the University to sustain and enhance a broad spectrum of sports programs that attract the best and brightest young men and women.

Through its program of intercollegiate athletics, recreational and intramural activities, and public service and outreach efforts, UConn Athletics enhances the student experience and contributes to the quality of life within the campus community, the state and across the nation. But it is private support from individuals like you that provides the vital resources that make such achievements possible.

The enthusiasm and commitment of our alumni and friends is critical to our maintaining a successful athletics program and in providing a quality educational experience for our student-athletes. Your contribution to support XYZ will enable us to meet our most critical needs and sustain the overall excellence of UConn Athletics.

Private support is vital to UConn's pursuit of excellence in academics and athletics. Through the personal and philanthropic investment of loyal alumni and friends, our student-athletes will continue to be winners on the playing field and in the classroom.

Athletics scholarships support those exceptional student-athletes who, by participating in their chosen sport, represent UConn nationally and serve as ambassadors for the entire community. Through your contribution to support this scholarship, you will enable UConn to attract gifted student-athletes who raise the University's national visibility and strengthen our great athletic tradition.

Successfully integrating academics with athletics is the Division of Athletics' ultimate objective. Such high standards enrich campus, community and state life, and increase the national visibility of academic programs. Through your contribution to provide resources for this scholarship, you will enable us to nurture the academic and athletic well being of student-athletes in keeping with the University's reputation for excellence and integrity.

Private giving has helped provide UConn's student-athletes with state-of-the-art training and practice facilities at the Mark R. Shenkman Training Center and The Burton Family Football Complex. Your contribution to support the XYZ facility will give us the resources to update and expand our physical plant in order to keep up with the needs of our thriving athletics program.

Thank you again for supporting our student-athletes. Go Huskies!

### ***Board/faculty/staff***

Your commitment to strengthening UConn through your financial support and your service as a Board member/(faculty/staff position) are essential to the growth and reputation of the University. You are an important partner in our efforts to achieve our ambitious goals, and we are truly grateful for your involvement and enthusiasm.

### ***Dean's fund***

The School of XYZ Dean's Fund provides vital resources for students, faculty, staff, and several other programs and initiatives that are crucial to the School's success. Through your generosity, you are helping Dean XYZ offer a first-rate learning environment that challenges our students to become tomorrow's leaders, productive citizens and proud alumni.

### ***Diversity/improving access***

Enhancing diversity and improving access to higher education are priorities at UConn. In addition to need-based scholarships for underrepresented populations, private philanthropy provides crucial support for a number of diversity initiatives. Your contribution to support this outreach program in urban communities/for high-achieving middle school students will help our youth develop the skills they need to achieve their goals and reach their full potential.

### ***Facilities***

Private support for state-of-the-art facilities enables UConn to attract high-caliber students and faculty to the University. Your contribution to support the construction/renovation of XYZ will enable us to offer cutting-edge technology in a state-of-the-art facility, ensuring our young people will receive the first-rate education necessary for success in their chosen careers.

Your investment in the renovation/construction of this facility will enable UConn to provide a dynamic learning environment in which UConn's students/faculty can pursue their educational/research goals for many years to come.

Your contribution to provide resources for the renovation/construction of this facility will enable us to provide an appealing, accessible and welcoming environment that will inspire, inform and educate students and faculty.

## **SCHOLARSHIPS/FELLOWSHIPS**

### ***Academic excellence***

Scholarships attract competitive students to UConn, permit them to focus on their studies, and result in a better-educated graduate. While recipients appreciate the time, resources and opportunities scholarships provide, the recognition scholarships bring also encourages these individuals to accomplish their academic goals. Through your contribution, you are not only enabling XYZ students to attain a first-rate education, you are also providing valuable affirmation that serves as an important motivator for success.

Building UConn's scholarship resources is a high priority, and the support of our alumni and friends makes a real difference as we strive to achieve this goal. In addition to offering valuable opportunities for worthy students, this scholarship demonstrates a discernible investment in UConn's future as well as in XYZ students' futures as they prepare to meet challenges in the years ahead.

### ***Financial need***

Enhancing diversity and improving access to higher education are priorities at UConn. Your contribution to support scholarships for XYZ students ensures that the most talented and promising individuals will have the opportunity for a UConn education.

Scholarships are vital to UConn's vision of academic excellence and improved access for all students. By providing resources for XYZ students from underrepresented groups, you are enabling the University to attract and retain a talented, diverse student body.



UConn remains firmly committed to a diverse student body and to meeting the financial needs of all our admitted students. Your contribution is invaluable in preserving that commitment and in helping to maintain the strength of our financial aid program for future generations of students.

Many talented students have the will, intellect and habits of mind to succeed, but too often find that a top-quality education is financially out of reach. Scholarships provide hope for students who have earned access to, but have difficulty affording, higher education. Through this contribution, you are providing important encouragement for XYZ students who are skilled and motivated enough to make their dreams a reality.

### ***Newly established***

Endowed scholarships, which provide a permanent source of support, enhance and enrich the lives of generations of students. By making an investment in the education of academically gifted men and women, you are assisting our young people in becoming tomorrow's leaders.

New scholarships, especially endowed funds, improve accessibility to Connecticut's flagship public university and enhance diversity on campus. Your generosity strengthens our scholarship endowment and makes a UConn education attainable for deserving students who could not otherwise afford it, especially during these challenging economic times.

Scholarship gifts, an important investment in UConn's future, have a lasting, tangible effect on the young men and women whose lives they touch. Your creation of this endowed scholarship will pay dividends far into the future by enhancing the learning experience of countless UConn students.

### ***Awards and enrichment***

Awards provide academic opportunities that enable students to enhance their views of the world and engage in research in their field. Your contribution to provide resources for this award will motivate our hardworking XYZ students as they strive to attain an education that will prepare them for success in their chosen career.

### ***Fellowships***

Fellowships attract the nation's top graduate students and reward UConn's best and brightest for contributions to their field. Your gift to provide financial resources for XYZ graduate students will enable us to recruit and retain the most promising young men and women whose work will not only enhance research activities in XYZ, but will also bring distinction to the University.

In addition to supporting UConn's goal of making a top-quality education affordable, private giving for fellowships will help the University sustain and develop graduate and professional programs of national and international distinction. Through your contribution to provide resources for this fellowship, you are enabling us to offer a resource-rich training environment for XYZ graduate students to attain their academic and professional goals.

## **FACULTY SUPPORT/AWARDS**

### ***General***

One of UConn's goals is to increase faculty support through endowed positions and fellowships. Your contribution to support this chair/professorship will enable the School of XYZ to improve recruitment and retention of nationally recognized scholars as well as up-and-coming junior faculty members.

Outstanding faculty members are the fundamental force behind a world-class institution of higher education. Your contribution to support this chair/professorship/fellowship will enable us to retain accomplished existing faculty and recruit preeminent scholars to enhance priority programs.

As we strengthen UConn's educational resources, we remain focused on attracting and supporting faculty of the highest caliber. Your contribution to support XYZ will enable UConn to recruit and retain accomplished professors with national prominence in teaching and research.

As we work to bolster UConn's educational and research resources, we remain focused on attracting and supporting faculty of the highest caliber. Your contribution to support this chair/professorship will not only provide resources for XYZ, it also demonstrates your commitment to the University's mission of education, research and outreach.

Without the efforts of our hard-working and talented faculty members, our students would not receive the exceptional education they need to achieve success and reach their full potential. Through the generosity and dedication of our alumni and friends, the faculty in the Department of XYZ will have the resources to offer a first-rate learning environment and challenging curriculum for our students.

Enlarging the pool of endowed faculty positions through private giving is an essential step in rounding out UConn's academic and research strengths. Through your contribution to create this chair/professorship, you are enabling the University to recruit and retain nationally and internationally prominent scholars to lead academic programs, discover new knowledge and make breakthroughs in research and development.

### ***Awards***

Awards for faculty are an important honor, representing both symbolic and tangible evidence that outstanding contributions to teaching and scholarship are recognized by the UConn community. Through your contribution to support this award, you are enabling the University to provide valuable resources for our talented XYZ faculty as they strive to excel in their areas of expertise.

## **CLOSING**

### ***General***

Our students and faculty will be even more successful with your support. On their behalf, I thank you again for your investment in UConn's future.

Through the generosity of our alumni and friends, UConn has achieved and sustained the level of excellence it enjoys today. Thank you for choosing to strengthen the University even further through your support.

Thank you again for your ongoing support of our important work in this field. With the steadfast generosity of our alumni and friends and our dedication to quality, UConn will remain a leading institution of higher education as we enter the new decade.

Your gift is at work as we press forward in providing an education that is rigorous, memorable and life changing. Thank you again for helping make possible the excellence that is UConn.

Thank you for your ongoing generosity to UConn. The support of our alumni and friends is instrumental in helping us strengthen educational opportunities, programs and services for our students.

***Board/faculty/staff***

We remain confident that, with the loyal dedication of Board members like you, UConn will achieve its goals. Thank you again for all you do to keep the University advancing forward in its mission.

Thank you again for your personal and philanthropic investment in the University. We truly appreciate your leadership and commitment to ensuring a successful future for UConn.

The generosity of our Board/faculty/staff is a wonderful testament of UConn's progress and achievements, and we are indeed grateful for your support. Many thanks.

***Estate distributions***

Again, we are truly grateful for Mr. XYZ's generous support of our programs, and for your partnership in providing this gift to the University.

Thank you again for your role in ensuring UConn's receipt of this gift. We value Mr. XYZ's dedication and are grateful for his thoughtful consideration of the University.

***IMO/IHO***

Thank you again for this wonderful contribution in memory of (individual). The XYZ family will be notified of your kindness.

***New pledge***

The XYZ Fund will be a tremendous asset to the School of XYZ and the University. Again, I offer my profound appreciation for your generosity.

***Scholarship***

Thank you again for your commitment to this scholarship. The generosity of our alumni and friends ensures that students will have the opportunity to enjoy the UConn experience well into the future.

***Substantial gift/personal relationship with donor***

Again, thank you for this latest demonstration of your generosity to UConn. Your support is making a remarkable difference in the lives of our stellar young men and women.

Thanks again for your remarkable generosity. Your commitment to our students, the School of XYZ and the University contributes significantly to the achievement of our mission.

I deeply appreciate your role in advancing UConn's success. Thank you again for all that you do to support this great University.

I hope you and your family have a happy Thanksgiving/joyous holiday season/wonderful New Year/pleasant spring/enjoyable summer. Again, please accept my deep gratitude for everything you do for UConn.

I am deeply grateful for your outstanding support and generosity. Thank you again for your role in strengthening learning and growth opportunities for students, faculty and the members of our communities.

**POSTSCRIPTS**

***Normally receipted gifts***

P.S. A gift receipt is enclosed for your records.

***Non-receipted gifts (e.g., donor-advised fund and online gifts)***

P.S. Because this donation was received through your donor-advised fund, The University of Connecticut Foundation, Inc. has not generated a receipt for this gift.

P.S. Because we sent you an email confirming receipt of your donation, The University of Connecticut Foundation, Inc. has not generated a paper receipt for this gift.

***Anonymous gifts***

P.S. A gift receipt is enclosed for your records. As requested, your donation will remain anonymous.

## **Text for FFU, Parents Fund and General Scholarships Postcards**

### **FFU:**

#### **FIRST GIFT**

Dear (insert salutation here),

Thank you for your gift to the Fund for UConn. Without the help of generous donors like you, students like me wouldn't have the same great resources and activities that UConn has today. Thanks again for your support and GO HUSKIES!

(your name and grad year)

#### **SECOND GIFT**

Dear (insert salutation here),

Thank you for your continued support of UConn through your most recent gift to the Fund for UConn. As a student who benefits from the support of generous donors like you, I truly appreciate your gift. Thank you so much for your generosity and GO HUSKIES!

(your name and grad year)

### **Parents Fund:**

#### **FIRST GIFT**

Dear (insert salutation here),

Thank you for your gift to the Parents Fund. Without the help of generous donors like you, students like me wouldn't have the same great resources and activities that UConn has today. Thanks again for your support and GO HUSKIES!

(your name and grad year)

#### **SECOND GIFT**

Dear (insert salutation here),

Thank you for your continued support of UConn through your most recent gift to the Parents Fund. As a student who benefits from the support of generous donors like you, I truly appreciate your gift. Thank you so much for your generosity and GO HUSKIES!

(your name and grad year)

**General Scholarships:**

**FIRST GIFT**

Dear (insert salutation here),

Thank you for your gift to the General Scholarships Fund. Without the help of generous donors like you, students like me wouldn't have the same great resources and activities that UConn has today. Thanks again for your support and GO HUSKIES!

(your name and grad year)

**SECOND GIFT**

Dear (insert salutation here),

Thank you for your continued support of UConn through your most recent gift to the General Scholarship Fund. As a student who benefits from the support of generous donors like you, I truly appreciate your gift. Thank you so much for your generosity and GO HUSKIES!

(your name and grad year)

May 23, 2011

Supervisor Robert Buster  
County Board of Supervisors  
4080 Lemon St., Floor 5  
Riverroad, CA 96777

Dear Supervisor Bust,

It is said that when the Incas wanted to tunnel through a mountain in the Peruvian city of Cuzco, they started 10,000 Incas digging from one side and 10,000 from the other....and when they met....they had their tunnel. Our mountainous project is, of course, the School of Medicine at UCR.

So, I thank you on behalf of our campus for your hard work with “the dig.” Please accept my sincere thanks for facilitating the generous gift from the Community Improvement Fund. I cannot tell you in words how much your loyal and continued interest in UCR means to us-our faculty, staff, and students. Your support is providing the solid foundation we need to build on.

With this significant gift approved by the Riverside County Board of Supervisors, UCR is able to keep our plans for the medical school on track. The level of excitement surrounding the opening of our School of Medicine is palpable. And I must add that it is downright exciting to see the ends of our mountain tunnel about to meet. As California’s first new public medical school in four decades, we are committed to serving a region with one of the state’s most severe physician shortages. We will work to address the unique health challenges of our diverse and rapidly growing population in the Inland Empire. This momentous task will begin in 2012 with our first class of medical students.

I look forward to working with you and the Riverside County Board of Supervisors in the coming years as our University takes its place among the nation’s most esteemed institutions and medical schools. For the City of Riverside and UCR, it will prove to be an exciting decade! Again I extend my heartfelt thanks to you and send my best wishes to you and your family for a joyous and fun-filled summer.

Timothy P. White  
Chancellor

DATE

Name e.g. Mr MJN Priestly

Address 1

Address 2

Address 3 etc

Dear

Sincere thanks for your generous gift of \$..... to the Earthquake Scholarship Fund.

Your donation enables some of our best and brightest students to continue their studies at the University of Canterbury – thank you for being prepared to make a difference.

The resilience our student community is showing in dealing with the impact of the 22 February earthquake makes us proud and we appreciate your generosity.

Your support is very encouraging and has a direct impact on the ability of UC students to cope financially and continue to produce outstanding work. Your donation contributes to a scholarship fund that will be awarded to students to help them stay in Christchurch where they will help rebuild a new, vibrant city.

If you have any questions about the Earthquake Scholarship Fund, or know of another person or organisation that may be interested in supporting our students, please contact Graeme Steven, Executive Office, UC Foundation on ph +64 21 877-772, or email [graeme.steven@canterbury.ac.nz](mailto:graeme.steven@canterbury.ac.nz).

Thank you again for making a difference to UC students. We look forward to reporting back to you at the end of the year and introducing you to the students that have been awarded these scholarships.

Yours sincerely

Dr Rod Carr  
Vice-Chancellor, University of Canterbury

Kohan McNab  
President, UCSA

A University of Canterbury Foundations tax receipt is enclosed for your records. All gifts to the Foundation made within New Zealand over \$5 are tax deductible, within the limits set by New Zealand law. Please retain the enclosed receipt for your tax records as you may be entitled to claim a 33.3% tax rebate at the end of the tax year in which your donation was made.



May 23, 2011

Mrs. ABC Garcia  
1845 E Northgate Dr  
Irving, TX 75062

Dear Mrs. Garcia:

Thank you for your generous contribution to the University of Dallas. Your gift not only helps support the 1,100 undergraduates currently receiving financial aid but also assists the University in retaining students who otherwise could not afford the transformational opportunity to earn a UD education.

Your contribution further supports our students through scholarships, faculty development and salaries, information technology, academic programs, and the ongoing everyday needs of the University. Your generosity truly makes a difference, and the University of Dallas, its students and faculty, are indeed grateful.

This acknowledgement serves as your official receipt and substantiation of your gift for tax reporting purposes. In our publications, you will be recognized as "ABC Garcia." If you wish to modify this listing, please contact the Advancement Services office at [advancement@udallas.edu](mailto:advancement@udallas.edu) or call (972) 721-4105.

Your gift has been recorded as follows:

Gift Date	Gift No.	Gift Des Amt	Pledge No.	Designation
10-MAY-11	0019843	\$10.00	0000000	Bocce Ball Court

Sincerely,



David C. Smith  
Manager of Advancement Services

*P.S. The USA Federal Tax ID No for the University of Dallas is 75-0926755. Please retain this receipt for your tax records. No goods or services were received in exchange of this contribution unless specifically noted. For quid pro quo contributions, the value of the tax-deductible gift will be the amount in excess of the fair market value (FMV) of the goods or services received.*

## Receipt/Acknowledgment Letter

Thank you for your recognition of the value of a University of \_\_\_\_\_ education. Your contribution in support of the following funds is key to \_\_\_\_\_ ability to provide quality higher education for our students:

(List funds)

Through your generous support, you are providing the transforming gift of education to deserving students at the \_\_\_\_\_. Your contribution helps provide the resources our students need to realize their dreams and fulfill their full potential.

Your receipt for tax purposes is attached below. Should you have any questions, feel free to contact me at \_\_\_\_\_ or \_\_\_\_\_.

We are grateful for your generosity and support.

Sincerely,

Name  
Title

P. S. Please visit \_\_\_\_\_ for a current listing of what's happening on any one of the ten campuses in the \_\_\_\_\_ and experience what gifts like yours are making possible every day.

## 1<sup>st</sup> Time Donor's Receipt/Acknowledgment Letter

We were delighted to receive your recent gift and to see that you were giving through the \_\_\_\_\_ for the first time. Thank you for making the decision to support the following funds at \_\_\_\_\_:

(List funds)

The generosity of \_\_\_\_\_ parents, alumni, and friends plays an important role in shaping the university's future. Contributions to \_\_\_\_\_ are critical in funding new programs, responding to unanticipated projects, enhancing existing academic programs, recruiting the brightest students and building \_\_\_\_\_ excellence. Your gift reflects both your belief in higher public education in \_\_\_\_\_ and in \_\_\_\_\_ faculty and students. I hope we continue to earn your loyal support year after year.

To stay connected with \_\_\_\_\_, visit \_\_\_\_\_ for a current listing of what's happening on any one of the ten campuses of the \_\_\_\_\_ and experience what gifts like yours are making possible every day.

Your receipt for tax purposes is attached below. Should you have any questions, feel free to contact me at \_\_\_\_\_ or \_\_\_\_\_. Again, thank you for choosing to support the \_\_\_\_\_.

### **Year-End Receipt/Acknowledgment Letter**

Thank you for your ongoing support of the University of \_\_\_\_\_. During calendar year 2010, you gave to the following funds through your electronic funds transfer:

(List funds)

Through your generous support, you are providing the transforming gift of education to deserving students at the University of \_\_\_\_\_. Your contribution helps provide the resources our students need to realize their dreams and fulfill their full potential.

Your receipt for tax purposes is attached below. Should you have any questions, feel free to contact me at \_\_\_\_\_ or \_\_\_\_\_.

We are grateful for your generosity and the many opportunities it brings to the \_\_\_\_ community.

### **Matching Gifts Receipt/Acknowledgment Letter**

Thank you for investing in the University of \_\_\_\_\_ through your generous matching-gift program.

Your gift to \_\_\_\_\_ will help transform our university, and build on our centers of excellence. You are supporting the \_\_\_\_\_ priorities of advancing academic excellence, enhancing the student experience, fulfilling the university's research mission, and engaging the community.

The University of \_\_\_\_\_ is not just a reflection of the community, it is an essential part of the community, enriching the lives of people of all ages. At the University of \_\_\_\_\_ there is no limit on achievement or success.

Please find your receipt for tax purposes attached below. Should you have any questions, feel free to contact me at \_\_\_\_\_ or \_\_\_\_\_.

We applaud your decision to support the University of \_\_\_\_\_ commitment to our students, our community, and our world.

### **Acknowledgment Letter from Foundation President for gifts of \$1,500 or more**

Thank you for supporting the \_\_\_\_\_ at the University of \_\_\_\_\_.

Your gift, combined with others from like-minded donors, gives the university the means to change lives – not only of \_\_\_\_\_ students and faculty, but the lives that will be touched by those students in their careers and communities after college, and the lives moved by faculty discoveries and innovations.

Your gift to support \_\_\_\_\_ helps create a better \_\_\_\_\_ now and in the future. We are deeply grateful for your partnership with \_\_\_\_\_ Foundation in supporting the university's endeavors.

### **President Club Letter from Foundation President for gifts of \$1,500 or more**

Thank you for supporting the \_\_\_\_\_.

Your recent donation qualifies you as a member of the President's Club. You are one of a select group of supporters who make annual gifts of \$1,500 or more to a campus, college, or program of the University of \_\_\_\_\_.

Every gift ensures the university's continued success. Gifts from President's club members help to enhance the overall student experience toward completion and graduation, attract and retain high quality faculty, increase academic innovation throughout all our academic programs, and advance our global reputation and alumni network at the University of \_\_\_\_\_.

As a member of the university's annual donor society of alumni and friends, you may receive communications regarding how your gifts are benefiting \_\_\_\_\_ students, faculty and staff of \_\_\_\_\_. You may also receive invitations to special events and speaking engagements to provide you with the opportunity to spend time with other President's Club members, who share your commitment to higher education in \_\_\_\_\_.

Thanks again for your generous support of the University of \_\_\_\_\_. Should you have questions about your President's Club membership, please do not hesitate to contact \_\_\_\_\_, our Director of Donor Relations, at \_\_\_\_\_ or \_\_\_\_\_.

### **Letter from University President for gifts of \$10,000 or more**

Thank you so much for your generous gift to the University of \_\_\_\_\_.

#### **OPTION 1 – STUDENT SUPPORT**

Your support helps open the door for students whose financial situations may prevent them from completing, graduating or sometimes even from attending college. With gifts like yours, we'll be able to meet our goal of increasing the number of local college graduates by 25% by 2015.

#### **OPTION 2 – FACULTY SUPPORT**

The challenges we face as a society require nothing less than our very best. And best comes from the multidisciplinary talents of our extraordinary faculty, students and staff – collaborating in an environment of freedom and support to imagine, dream, invent, and solve the challenges facing

our world in the 21<sup>st</sup> century. Good educators are the bedrock of a good education. Support like yours helps us to attract and keep the very best.

#### OPTION 3 – RESEARCH SUPPORT

So much of what we depend on and take for granted today began as innovative technology – from smart phones to medicine. And so much of what we'll depend on tomorrow begins now with the research you are helping support today. In our recent technology report to the state we recommend identifying research as an industry in \_\_\_\_\_, establishing a \_\_\_\_\_ Innovation Technology Exchange, identifying key areas for commercialization opportunities, and integrating entrepreneurship in the curriculum. Thank you for investing in \_\_\_\_\_ future with your gift.

#### OPTION 4 – FACILITIES SUPPORT

University facilities must bolster education. With your help, we are making great progress in upgrading \_\_\_\_\_ infrastructure to create a learning environment where students and faculty thrive with modern technology and facilities, while also preserving and conserving our resources.

#### OPTION 5 – PROGRAM SUPPORT

The best education offers quality programs that intersect in ways that teach students to use their unique skills, gifts and talents to make a difference in the world. You have helped to make that education possible for \_\_\_\_\_ students with your support.

#### OPTION 6 – ATHLETICS SUPPORT

As our student-athletes sharpen and hone their skills, we strive to instill in them the value of sportsmanship and encourage them to follow their passions both on the field and in the classroom. Because of donors like you, \_\_\_\_\_ is able to offer our student athletes the education and resources needed to succeed, not only today in competition, but for \_\_\_\_\_ future.

I deeply appreciate working with you to ensure that the University of \_\_\_\_\_ meets the needs of this state and its people.

### **Planned Gift Acknowledgment Letter from Foundation President**

I am writing to express my appreciation to you for naming the University of \_\_\_\_\_ as a beneficiary in your estate plan to support the \_\_\_\_\_. Your commitment to the future of \_\_\_\_\_ means a great deal to all of us.

Over the years, legacy gifts like yours have advanced research and funding for our faculty, scholarships and special programs for our students, and the quality of educational opportunities the University of \_\_\_\_\_ is able to offer. As a Heritage Society member, you represent a distinguished group of supporters who are personally committed to the future prosperity and success of public higher education in \_\_\_\_\_. Your gift to the Foundation is further proof of your dedication, and we are thankful of your continued generosity. I hope to have the opportunity to thank you in person in the near future.

Thank you very much for your exemplary support of the University of \_\_\_\_\_.

### **Planned Gift Acknowledgment Letter from University President**

I would like to share my sincere gratitude to you for your support of the University of \_\_\_\_\_ Foundation. Gifts like yours have had an immeasurable effect on enhancing academic excellence, promoting \_\_\_\_\_ economy and maximizing its mid-Pacific setting, and fostering the University's relationship with its communities.

It takes generosity and foresight to transform a good university into a great one. Private support facilitates the transformation of our University into an institution of outstanding research, distinguished faculty, dedicated students and top-notch education. Your gift to the University of \_\_\_\_\_ is, therefore, instrumental in this cause.

On behalf of the University of \_\_\_\_\_, I commend you, \_\_\_\_\_, for setting an outstanding example of philanthropy in making this very important gift. We appreciate your commitment to supporting excellence in public higher education and, specifically, to the University of \_\_\_\_\_. Thank you for sharing our vision for a better and brighter future for our students, our faculty and our state.

### **Gift-in-Kind**

On behalf of the University of \_\_\_\_\_ Foundation, I would like to take this opportunity to thank you for your generous donation of a \_\_\_\_\_ to the University of \_\_\_\_\_ Department.

Your gift will be valuable in enhancing the education of our students; we appreciate this very tangible evidence of your support. It is contributions such as these that enable the University to pursue its educational goals to the benefit of the students and the community.

Thank you again for your contribution and support of the University of \_\_\_\_\_.

### **Donor Advised Funds**

Thank you for your recommendation of a gift to the University of \_\_\_\_\_ Foundation from the \_\_\_\_\_ Fund at \_\_\_\_\_ to the \_\_\_\_\_.

Your private investment in public higher education will reap positive returns in the years ahead. From access to education to cutting-edge research, gifts like yours make a difference in the lives of \_\_\_\_\_ students in ways that will impact all of us when these students become \_\_\_\_\_ graduates.

I am especially grateful to you for your gift to the University of \_\_\_\_\_.

On behalf of the University of Houston, I want to thank you for your firm's recent pledge payment to the Gerald D. Hines College of Architecture and your continued support of its programs.

The University of Houston already is having a banner year, being named a Tier One research university by the Carnegie Foundation, and reaching an enrollment record of more than 38,000 students. This past fall, the 5th Year Architecture Design Studio at UH's teamed up with Houston's Lutheran South Academy to design a theater and addition to the school's gymnasium, and in February the college hosted TEX-FAB, a network of organizations and professionals committed to the exploration of three-dimensional design and digital production of building components. It is in your investments, in part, that allow for these great initiatives to happen, and your most recent payment will ensure that the college will continue to thrive.

On behalf of those students and the University of Houston community, I thank you for your loyalty to UH and look forward to sharing more successes with you in the future.

On behalf of the University of Houston, I want to personally thank you for your gift of \$25,000 to fund the naming of the Advanced Media Classroom in the Cullen College of Engineering. It is gifts from thoughtful donors like you - those individuals who care deeply about the University of Houston - that represent a vote of confidence in our mission.

Earlier this year, we made some exciting headway in our journey toward Tier One when the Carnegie Foundation placed the University of Houston in the top level of research universities. This designation makes the University of Houston one of only three public Carnegie-designated Tier One research universities in Texas - a significant accomplishment that we could not have achieved without the support of donors like you.

As we advance, our partnerships with the community, friends and alumni will be even more vital. Each contribution has a direct and immediate impact on the university and funds a level of excellence not supported through state assistance.

I hope you take pride in knowing that your gifts are crucial to the success of the University of Houston and our students. All of us who work and study here are grateful for your continued support.



November 24, 2010

Dear Sue and Doug::

We missed seeing you at the annual MBA Welcoming Reception this year. Although you were unable to join us, we did want to provide you with some details on the 2010 recipient of the Sue and Doug MBA Scholarship. This year's recipient is Heather Jones.

Heather previously worked with Maritime Electric as Director of Marketing and Promotions and also as an Assistant Coordinator, Provincial Revenue Sourcing, with the 2009 Canada Games Host Society. She is currently an Account Manager with the company. Heather is very involved in the community, sitting on a number of boards such as Theatre PEI and volunteering with numerous not-for-profit organizations such as Big Brothers Big Sisters. She is also an active provincial and house league coach with the Provincial Hockey Association. Heather is pursuing her MBA to further her leadership skills and expand her knowledge of the business world. This scholarship provides welcome support for Heather as she balances work, school and community commitments.

We are including a photo of our Dean presenting the award to Heather for your information and as a memento of the occasion. Please accept our thanks, once again, for your generosity and continued support of our students through the Sue and Doug MBA Scholarship.

Sincerely,

FOR FACULTY AND STAFF DONORS

Date

Dear

Thank you so much for your generosity to UPEI. As a member of the UPEI family, your gift exemplifies your commitment to the University and the educational opportunities offered to our students.

The accomplishments at the University of Prince Edward Island have been considerable and our aspirations are ambitious. These are exciting times for us and your support is important to providing the best tools possible for our students, and to sending a message to others about the confidence and commitment of our faculty and staff to the goals of UPEI.

My heartfelt thanks again for your financial support to our campus and its students.

Sincerely.

Joseph Smith  
President & Vice-Chancellor

FOR \$25,000 AND UP DONORS

Date

Dear

I wanted to thank you – personally – for your support and confidence. It means a great deal to all of us who work daily to make this University the very best it can be.

When people ask me what makes UPEI different, I reply that UPEI has a ‘sense of place’, a powerful impact, and donors who understand and support our global perspective. We are a purpose driven campus that truly cares about the future success of our students and researchers.

Our ability to change lives through education and research, while building on our reputation, is due in large part to the leadership support we receive from donors like you. Your recent – and very generous – gift will open doors for our students, researchers and faculty now and well into the future.

My heartfelt thanks.

Sincerely,

H. Wade MacLauchlan, CM  
President & Vice-Chancellor

## FROM THE PRESIDENT OF THE UNIVERSITY

**(First Gift** — this spring, as we refresh our templates, we are personalizing the letters and expanding the personalization to segment and acknowledge per School/unit of giving; so we will have multiple template variations instead of one standard letter)

Dear «SALUTATION»:

Thank you for your thoughtful gift to «FUNDNAME». Your generosity helps to advance the vital work under way at the University of Rochester. On behalf of the entire University community, let me extend my deepest gratitude.

Every day, activities across the University are making profound contributions to our community and the world. Several projects being completed this academic year mark a new era for Rochester's leadership among research universities. Among the highlights is the Clinical and Translational Science Building at the Medical Center. The first of its kind in the nation, it is designed to promote collaboration and accelerate the application of medical discoveries in areas such as neurological disorders, cancer, pediatrics, and cardiovascular disease. At the Eastman School, a new wing is dramatically expanding the internationally acclaimed School's educational facilities. The 32,000 square-foot addition will also offer new ways to engage audiences and explore how music is changing in the digital age. Rochester continues to be a national leader in breakthrough research. Over the past ten years, the University has experienced a tremendous increase in sponsored research grants. These highly competitive funds support critical work including lymphoma research and clinical trials, bioterrorism research, and the development of new green energy alternatives. Rochester also ranks as one of the top ten universities in the country for patent royalties — an extraordinary tribute to the talents of our faculty, and a key generator for new technologies, commercial products, advances in health care, and new companies and jobs.

Working together, we will continue to expand the University's impact on and service to the world. Thank you for your partnership during this transformational moment in our history.

**(Additional Gift** — we have several variations, depending on level, type, and number of gifts; BOT letters are personalized on an individual basis. This letter is an example of a letter for a repeat gift, but not at the level of BOT or leadership gift)

Dear «SALUTATION»:

Thank you for your generous gift to the <<FUNDNAME>>. Your steadfast support of the University of Rochester is a strategic investment that helps to make a strong institution even stronger. Friends like you are so vital to our progress and our enduring vision. I am deeply grateful for your exemplary support.

## **FROM THE CHAIR OF THE BOARD OF TRUSTEES**

**(For new commitments or outright gifts)**

Dear «SALUTATION»:

On behalf of the Board of Trustees, thank you for your generous gift to the University of Rochester in support of «ADD3». Your gift will advance an area of vital importance and sends an inspirational and powerful message to the entire university community.

I am extremely grateful for your support at this important moment in our history and look forward to building an even greater University in the years ahead.

Sincerely,

**(For Trustee making new commitment, outright gift, or pledge payment)**

Dear «SALUTATION»:

On behalf of your fellow Trustees, thank you for your generous gift to the University in support of «ADD3». Your gift will advance an area of vital importance to us and sends an inspirational and powerful message throughout our entire community.

We are privileged to have your commitment, visibility, and service at this important moment in our history, and I look forward to continuing our work together in the months and years ahead.

Best regards,

**SAMPLE: GIFTS IN KIND – FROM AN ESTATE – LESS THAN \$10,000**

May 19, 2011

Mr. Scott Brown  
123 University Way  
Saskatoon, SK S7H 5K9

Dear Mr. Brown,

I would like to take this opportunity to acknowledge the extraordinary gift of Mrs. Jane Smith which has been directed to the College of Medicine Research Fund. The University of Saskatchewan community is deeply appreciative of Jane's contribution.

Gifts like these are contributing to something very exciting and powerful; enabling us to provide high-quality programs that support the ambitions of our students and the ideas of our researchers.

We are most grateful for Jane's generosity and I would like to thank you for your personal efforts in the administration of the gift. The University of Saskatchewan is dedicated and determined to work together, to make groundbreaking discoveries that will benefit Saskatchewan, Canada and beyond.

Yours sincerely,

Peter MacKinnon  
President

**SAMPLE: ONE TIME GIFT – EXTERNAL--\$100,000-\$999,999**

May 19, 2011

Mr. Scott Brown  
123 University Way  
Saskatoon, SK S7H 5K9

Dear Mr. Brown,

Saskatchewan is on the rise. The world is recognizing what supporters like you have always known: this province is wide open with opportunities and the University of Saskatchewan is integral to our continued growth. You are part of our rising team that is building the future.

I would like to take this opportunity to thank you for your recent installment of \$1,000 towards your \$10,000 pledge to the College of Medicine Research Fund. Your charitable receipt is enclosed.

Philanthropic gifts like yours contribute to something very exciting and powerful; enabling us to provide high-quality programs that support the ambitions of our students and the ideas of our researchers.

Thank you once again for your significant support. The University of Saskatchewan is dedicated and determined to work together, with leaders like you, to make groundbreaking discoveries that will benefit Saskatchewan, Canada and beyond.

With appreciation and best wishes.

Yours sincerely,

Peter MacKinnon  
President

PM/blt

May 23, 2011

NAME  
ADDRESS  
CITY, STATE ZIP

Dear SALUTATION:

I want to personally thank you and the Foundation for your recent \$1 million contribution in continuing support of the {program} at the USC Norris Comprehensive Cancer Center. I understand that this gift is the Foundation's fourth installment towards its \$5 million five-year pledge.

The Cancer Center is home to some of the most exceptional physicians and scientists working tirelessly to the day when cancer is a disease of the past. The Foundation's support of the {Cancer program} has been instrumental to these ends by supporting the development of exciting new approaches to cancer treatment and prevention. Your commitment to seeing these innovative solutions come to fruition is truly inspirational, and provides hope to the countless individuals suffering from this heartbreaking disease.

I cannot thank you enough for the Foundation's incredible generosity and your confidence in our physicians and the important work they are pursuing.

Sincerely,

SIGNITURE





May 2, 2011

NAME  
ADDRESS  
CITY, STATE ZIP

Dear SALUTATION:

I want to thank you and the Foundation Board of Directors for your generous gift of \$25,000. Mr. Bob Smith informed me that your contribution is directed at advancing kidney research in the Division of Nephrology under the direction of Dr. Mary Smith.

As we move into an age of exceptional medical advancement, private philanthropy has become increasingly important in helping support our talented physicians and scientists, as they pursue innovative solutions to the diagnosis and treatment of diseases. The Foundation's generous gift to fund Dr. Smith in his laboratory will be instrumental for the Division to better understand and treat kidney related ailments. Support from foundations like yours helps ensure that we remain a leader in our pursuit of innovative research to address some of our generation's most challenging medical conditions.

Dr. Smith and her colleagues join me in thanking you again for your support in this critical work. Once again, thank you for your continued involvement, generosity, and commitment to this institution.

Sincerely,

SIGNATURE



April 11, 2011

NAME  
ADDRESS  
CITY, STATE ZIP

Dear SALUTATION:

I would like to take this opportunity to personally thank you and your family for your generous contributions to establish the Bob Smith Emergency Medicine Education Fund in honor of your late husband Mr. Bob Smith.

First and foremost, I would like to extend my deepest sympathy to you and your family for the loss of your husband Bob. Through this difficult time, I hope you find some comfort in knowing that his legacy will continue to live on through the creation of this innovative fund. Dr. James Bond informs me that your gift will assist the Department of Emergency Medicine in providing professional training opportunities for their emergency room physicians and staff. Through your family's incredible support, the department will be able to establish preventative models for delivering emergency services and to continue providing quality care for every patient that passes through their doors.

Dr. Bond joins me in extending our utmost gratitude to you and your family for your wonderful generosity. On behalf of the entire Family, thank you for your commitment and vision to support the continued development of best practices for emergency room care here and beyond.

Sincerely,

April 11, 2011

NAME  
ADDRESS  
CITY, STATE ZIP

Dear SALUTATION:

I want to thank you for your wonderful gift to the Cancer Center in directing Mr. Bob Smith, Jr.'s \$1 million bequest to advance epigenetic research. I understand that this gift will support the training of post-doctoral fellows in Dr. Bob Jones's laboratory.

As an active member of the Advisory Board, you have shown unwavering support and dedication to this institution, its vision, and the thousands of patients who come through our doors annually. Your decision to continue supporting this institution through this incredible gift is a further testament to your incredible generosity. The bequest will be instrumental in expanding the study of epigenetics by supporting the training of the next wave of innovators in this exciting field. I am so grateful for your help in making this gift possible, and for the huge impact it will have on the lives of countless individuals suffering from cancer and other deadly diseases.

Your gift truly honors Mr. Smith's legacy. On behalf of the entire Family and Dr. Jones, thank you for your exceptional leadership and ongoing commitment to the Cancer Center and School of Medicine.

Sincerely,

SIGNATURE

Thank you for your «Gift\_type» to «School» «Allocation». Your support demonstrates your understanding of Mr. Jefferson's vision of an institution formed not for his time alone but created to extend beyond his--and our own--ability to see and know the future. I deeply appreciate your investment in the University, its students, and its future in this tangible and meaningful way.

For your continuing generosity and thoughtfulness, I am most grateful.

Sincerely,

---

Your «Gift\_type» to «School» «Allocation» is deeply appreciated. Please accept my personal thanks for supporting the University, its students and its future in this tangible and meaningful way.

Your generous contribution allows the University to sustain its legacy of excellence while striving to meet the challenges and opportunities of the 21<sup>st</sup> century. For your continuing thoughtfulness and support, I am most grateful.

Sincerely,

---

Please accept my sincere thanks for your generous «Gift\_type» to the «School» - «Allocation» at the University of Virginia.

With the support of engaged donors like you, the University will continue to fulfill its mission of advancing knowledge, training the leaders of the future, and serving the public good. We simply could not do this without you.

On behalf of the entire University, I thank you for your dedication and thoughtful philanthropy.

Warm regards,

---

It gives me great pleasure to write this note in appreciation for your generous «Gift\_type» to the «School» - «Allocation».

I know there are countless causes and institutions to which you might contribute, but your choice of this University, at this time and with such generosity, reaffirms my belief in the unique mission of this most special place and the people who support it.

For your gift and the good I know it will bring to the University, I am most grateful.

Sincerely,

---

<Date>

<Addressee>

<Address line1>

<Address line2>

<City, State ZIP>

Dear <Salutation>,

Thank you very much for your generous gift to the University of Alaska Fairbanks in support of the <fund name>. Whether our students work with colleagues from around the world or study here in our own backyard, your gift is helping UAF provide a high caliber education, vital research, and outreach opportunities to our community worldwide.

The time for investing in education has never been better - or more necessary. When you give to UAF, you share our mission to educate students to be productive leaders, ready to make a difference and meet the challenges of the next generation. You are helping us provide our students with opportunities through education, research and outreach.

I value your partnership with UAF and our shared goal of creating a brighter future through academic excellence and student success. Thank you once again for your philanthropic gift to Alaska's First University and for your belief in our mission. We are putting your gift into action and changing lives.

Sincerely,

<Signed>

<Title>

Dear \_\_\_\_\_,

Thank you for your gift to the Center for the Arts annual fund, which supports special programs for students and enhancements to our facility.

As one example, this year we were able to purchase a new Mainstage Theatre drape, a necessity for the high-quality theatre, arts and entertainment performances we provide.

We appreciate your generosity,  
Sincerely,

(director of the center)



Dear Mr. \_\_\_\_\_ :

As the value of higher education rises in our fast-moving world, so does the need for leadership and generosity in making higher education possible for the students of today and tomorrow. This is why the \_\_\_\_\_ campaign has become an important part of the University of \_\_\_\_\_ landscape, and why I'm so grateful for your support of \_\_\_\_\_.

Please accept my personal thanks for the recent distribution from the estate of your father, \_\_\_\_\_, to the University of \_\_\_\_\_ College of Medicine. The vision and support of this type of gift sustains and elevates the university and we appreciate the dedication and loyalty shown with this generosity.

We are all about transforming lives – through research and innovation, service and stewardship, teaching and learning. We are poised to build on our rich heritage and place \_\_\_\_\_ among the best universities in the world. Your support allows this to happen. Thank you for creating a successful \_\_\_\_\_ campaign and a greater \_\_\_\_\_.

Dear XXXX:

Thank you for your recent gift to the University of Georgia benefiting the XXXXXXXXXXXX. Private support, such as yours, is essential in the ongoing growth and success of the University.

We are tremendously proud that the University of Georgia is recognized as one of the nation's top 20 public research universities by *U.S. News & World Report*. The quality of our programs and students continue to rise. Much of our success depends on private gifts, and your participation makes a significant impact.

We are grateful for your generosity and commitment to UGA. Thank you again for your investment in this great institution.

Sincerely,

XXXXXXX

XXX:xxx

On behalf of the University of Houston, I want to thank you for your firm's recent pledge payment to the Gerald D. Hines College of Architecture and your continued support of its programs.

The University of Houston already is having a banner year, being named a Tier One research university by the Carnegie Foundation, and reaching an enrollment record of more than 38,000 students. This past fall, the 5th Year Architecture Design Studio at UH's teamed up with Houston's Lutheran South Academy to design a theater and addition to the school's gymnasium, and in February the college hosted TEX-FAB, a network of organizations and professionals committed to the exploration of three-dimensional design and digital production of building components. It is in your investments, in part, that allow for these great initiatives to happen, and your most recent payment will ensure that the college will continue to thrive.

On behalf of those students and the University of Houston community, I thank you for your loyalty to UH and look forward to sharing more successes with you in the future.

On behalf of the University of Houston, I want to personally thank you for your gift of \$25,000 to fund the naming of the Advanced Media Classroom in the Cullen College of Engineering. It is gifts from thoughtful donors like you - those individuals who care deeply about the University of Houston - that represent a vote of confidence in our mission.

Earlier this year, we made some exciting headway in our journey toward Tier One when the Carnegie Foundation placed the University of Houston in the top level of research universities. This designation makes the University of Houston one of only three public Carnegie-designated Tier One research universities in Texas - a significant accomplishment that we could not have achieved without the support of donors like you.

As we advance, our partnerships with the community, friends and alumni will be even more vital. Each contribution has a direct and immediate impact on the university and funds a level of excellence not supported through state assistance.

I hope you take pride in knowing that your gifts are crucial to the success of the University of Houston and our students. All of us who work and study here are grateful for your continued support.

March 3, 2011

Mr. and Mrs. John Smith  
123 Main Street  
Anytown, MD 12345

Dear Mr. and Mrs. Smith:

Thank you for your recent gift in support of the John and Mary Smith Scholarship in the Division of Student Affairs at the University of Maryland. We truly appreciate the investments in our future made by our generous alumni and friends.

As we near the end of *Great Expectations*, The Campaign for Maryland, the generosity of our supporters is evident in every achievement, accolade and distinction bestowed upon our campus community. Among recent Maryland milestones:

The Chronicle of Higher Education recently named the University of Maryland among the top producers of Fulbright scholars in the United States, with 12 scholars accepted into the prestigious international exchange program in the 2010-2011 academic year.

The University of Maryland has also been named an Intelligence Community "Center for Academic Excellence" by the U.S. government. We are one of only 14 universities chosen nationwide to participate in the program that provides funding to prepare students for government service and leadership positions in the Intelligence Community.

And while federal analysis of nearly 1,400 four-year institutions shows that one-third of them reported lower graduation rates between 2003 and 2008, the University of Maryland's graduation rate increased a remarkable 11 points during the same time period.

What is perhaps most noteworthy is the economic value of a University of Maryland education. This year, we ranked 5<sup>th</sup> in *Kiplinger's Personal Finance* magazine's annual ranking of the 100 Best Values in Public Colleges and also made *Princeton Review's* list of the 50 Best Values in Public Education.

We are most grateful for the commitment to education displayed by our dedicated friends and alumni. Please accept my thanks on behalf of the entire University of Maryland community.

Sincerely,

Brodie Remington  
Vice President for University Relations

BR: sp

April 22, 2011

Mr. John Doe  
President  
Acme Corporation  
1234 Main Street  
Suite 123  
Anytown, MD 12345

Dear Mr. Doe:

It gives me great pleasure to thank you for Acme Corporation's recent gift in support of the Dean's Fund in the School of Public Policy at the University of Maryland. The ongoing dedication of our supporters is what fuels the success of this great institution. Please know that your investment is appreciated.

I am honored to have been recently inaugurated as the 33<sup>rd</sup> president of the University of Maryland. Now it's time to look excitedly toward our bright future while continuing to build upon the accomplishments of the past. It is the students, faculty, alumni and friends in the greater Terrapin community who make the University such a remarkable place to be.

I have been fortunate enough to have achieved my personal version of the American dream and higher education was the cornerstone. It is my hope that the University of Maryland can continue to provide its students with the education, values and beyond-the-classroom opportunities that will enable each of them to achieve their own goals. Higher education has become more interdisciplinary, entrepreneurial and internationalized than ever. The University of Maryland's strengths make it an increasingly popular choice for more and more of the world's top students, professors and researchers. Our highly ranked academic programs, along with our diversity, partnerships, and unique location are all part of the attraction.

Today the University's progress and advancements depend even more upon the support of our alumni and friends. For this reason and many more, I am grateful to you for including us in your philanthropic giving.

Sincerely,

Wallace D. Loh

WL: sp

*University of Minnesota*  
*College of Liberal Arts Template Letter*

[DATE]

[ADDRESS BLOCK]

Dear [NAME]:

Your support for the University of Minnesota has a powerful ripple effect, opening doors to learning and discovery, and advancing the public good. Thank you for [YOUR/THE] recent [CONTRIBUTION TYPE] to benefit [PROGRAM NAME] [in] the College of Liberal Arts (CLA).

As our cultural landscape is reshaped by economic challenges, advances in technology, and other factors, a liberal arts education provides an increasingly important foundation. CLA's rich curriculum in the humanities, arts, and social sciences teaches students how to learn, encourages them to think for themselves, and gives them an intellectual map of the world. Students gain an appreciation for the larger context of events and become nimble thinkers and adaptable problem-solvers.

With your support, CLA will continue to serve as a springboard for lives of inquiry, engagement, and creativity. Thank you again.

Sincerely,

[UNIVERSITY OF MINNESOTA FOUNDATION SIGNER]  
[TITLE]

c: [NAME], Dean, College of Liberal Arts

[DATE]

Merge  
Merge  
Merge

Dear Merge:

Thank you for your gift of \$X which we received and processed on X, X, 2011. This was distributed entirely to the X Fund. Your generosity helps continue our pursuit of excellence in higher education.

The University of Nevada, Reno is at an exciting time of achievement and tremendous growth. Because you care to give, we are able to continue this forward momentum. Soon, we will congratulate the highest number of spring graduates in the University's 137-year history. This fall, nursing and medical students will begin studying side-by-side in our new 59,000 square-foot William N. Pennington Health Sciences Building. Renovation and expansion continues on the Reynolds School of Journalism and our world-renowned large-scale structures lab for seismic safety.

The University of Nevada, Reno is strengthened by your support and your investment makes a difference each and every day. Your contribution may be increased through a matching gift from a participating employer. For more information, please visit our website at <http://giving.unr.edu/matchinggifts.aspx>. If you have any questions regarding your donation, please contact me using the information listed below. Thank you.

Sincerely,

John K. Carothers  
Vice President for Development and Alumni Relations  
Executive Director, University of Nevada, Reno Foundation

*Equity ID (XXXXXX) Donor ID (XXXXXXXXXX)*

*Unless expressed otherwise, we have not provided goods or services in consideration, in whole or in part for the above stated gift. Please consult your tax advisor and keep this document for your records.*



As President of the University of Oklahoma Foundation, one of my jobs is to take note of numbers, particularly as they relate to the future of OU. And what continually amazes me is this: *Sooner supporters are generous and loyal.*

In a time when other sources of funding for the University are getting tighter, the Foundation has been able to respond with record-breaking support. *You are a big part of this success.* The hallmark of a great university will always be a spirit of family and community, and we're so glad you're one of us.

Sincerely,

Guy Patton

\*\*Date\*\*

\*\*Name\*\*

\*\*Address\*\*

\*\*Address\*\*

Dear \*\*Name\*\*:

In addition to the official receipt and acknowledgement you'll soon receive, I wanted to send you a personal note of thanks for your generous gift to xxxxxxxx. Exceptional gifts like yours mean more than dollars and cents.

A gift like yours to the University of Oklahoma is about offering a bit of your success to the leaders of the future.

With much appreciation,

Guy L. Patton  
President

GLP:jsw

Dear Friend of OU,

For more than 50 years, the University of Oklahoma Foundation has stewarded in excess of \$1.4 billion in gifts from generations of loyal Sooners.

Powered by sound investment strategies, our ability to provide meaningful and steadfast support to OU is the direct result of your generosity. As the Foundation heads toward the finish line of Fiscal Year 2011, our donors are on pace for another record-breaking year of giving.

In this milestone year, donations of all amounts are making a difference at the University of Oklahoma. Your gift counts.

**NOTE: In addition to this letter from one of our nursing students, the donor gets a handwritten, personalized note from our Annual Fund Coordinator along with their charitable receipt. We have received a lot of positive feedback. In fact, people wrote or emailed to thank us for the thank you they received! For the purpose of this sharing exercise, names have been changed to protect identities.**

Dear

I came to UPEI in 2008 as a major step to achieving a better life for my daughter, Rebecca, and me. Having such a great university on PEI means that I am able to raise Rebecca close to my family home in Montague. The support that I found here has been amazing and I couldn't imagine being anywhere else.

Students at UPEI are surrounded by caring professors, a beautiful campus, and a friendly community. From well equipped labs to a well stocked library, UPEI has everything students need to succeed. I seize the many opportunities that are available to me in the nursing program, and strive to do my best. I also have immense respect for the people who make it possible for me to achieve my dream – people like you!

When you chose to make your gift through the UPEI Annual Fund Campaign this year, you chose to support students like me, and I am grateful and honoured to be given the opportunity to thank you for believing in UPEI and its students.

For Rebecca and me, a UPEI education is the key to a bright future, just as it is for every student here on campus. I will continue to work hard in my studies and become a medical professional that you will be proud to have supported.

Thank you again for your generosity. It means so much.

Sincerely,

Jane Doe, Class of 2013  
Bachelor of Science in Nursing

Enclosure: Charitable Taxation Receipt

Date

Name

Address

CSZ

Dear <DONOR>:

Thank you for your gift of <\$\$\$>.

Fall is a special time on a college campus. There is a palpable sense of excitement and anticipation as we prepare for the return of students. For many young people, this is their first time living away from home and not only will they be learning in the classroom, they will be laying the foundation for who they will become later in life. When asked what type of student fits in best at UR, one young graduate replied:

*"I think whoever you are, you can be comfortable here. But, you do have to come with a passion for learning if you want to be successful. We have many different kinds of students here – people from all different walks of life. The academic is comfortable here, and the athlete is comfortable here, and the artist is comfortable here. We don't have one specific type of student. Some people find their passion in activities, some people find it in sports, I happen to find mine in academics, and reading." K.S. '10*

This is true not only of our undergraduates, but also for the adult learners and graduate students who attend the University on our satellite campuses throughout Southern California (including our newest School of Education campus in Orange County). Their academic experience may be very different, but they too are laying foundations for their futures.

We are proud of the fact that UR provides a welcoming new home for students. We are equally proud of the example set by those who have gone before and choose to ensure that the UR of the future will continue to be a vibrant and welcoming place.

Sincerely,

Signature

<TITLE>

May 10, 2011

Name  
Address  
Address  
Address

Dear Salutation,

**First Paragraph - Introduction**

**Standard Gift**

It is my pleasure to express my appreciation for your gift of AMOUNT to DESIGNATION at the University of San Francisco.

**Soft Credit**

It is my pleasure to express my appreciation for a donation made on your behalf from XXXXX to the University of San Francisco. This contribution has been designated to support XXXXX.

**Gift in Kind**

It is my pleasure to express my appreciation for your generous contribution of XXXX to the XXXX at the University of San Francisco.

**Pledge with 1<sup>st</sup> Payment**

It is my pleasure to express my appreciation for your pledge of XXXX and first payment of XXX to DESIGNATION at the University of San Francisco.

**Pledge Payment**

It is my pleasure to express my appreciation for your pledge payment of XXXX to DESIGNATION at the University of San Francisco.

**In Honor**

Please accept our appreciation for your gift of AMOUNT in honor of NAME to DESIGNATION at the University of San Francisco.

**Matching**

Thank you for increasing the impact of your gift by having your employer match your donation.

**In Memory**

Please accept our appreciation for your gift of AMOUNT in memory of NAME to DESIGNATION at the University of San Francisco.

## **Second Paragraph - Designation**

### **The USF Fund**

Your commitment to the USF Fund opens doors to student scholarships, augments student activities, supports technological innovations, and funds innovations in teaching and research. With seventy percent of USF Students receiving financial aid, the USF Fund plays an important role in helping to provide \$35 million annually for student aid– more than four times the amount given 10 years ago. In short, the continuing generosity of donors to the USF Fund has helped literally thousands of students to realize their dreams.

### **School of Education**

We are grateful for your support of the School of Education, and your shared commitment to educate students with a dedication to service and the advancement of learning. Whether preparing new teachers or educating the next generation of counselors and administrators in our master's and doctoral programs, your support helps us shape men and women to meet the challenges facing education today.

### **Nursing Dean's Circle**

Your gift to the School of Nursing Dean's Circle provides Dean Karshmer with the resources she needs to deliver outstanding nursing education. Students at the undergraduate, master's and doctoral level benefit from dynamic faculty, community and clinical placements and individual attention which your gift helps ensure.

### **Nursing General**

Your contribution to the School of Nursing ensures our commitment to care and service as we transform our students into nursing leaders who will change the face of health care. Our students learn about compassion and competence through clinical placements, immersion trips and engaging with the local health care community. Your gift helps support these hands-on learning opportunities for all nursing students.

### **Law**

Your commitment to the School of Law supports our work to educate women and men to be skilled, ethical professionals who seek justice in their communities and the world. It makes it possible for our students to gain real world experience in inspiring internships in San Francisco, throughout the country and around the globe. Your contributions also provide critical financial support financial to students and recent graduates.

### **Law Dean's Circle**

Your commitment to the School of Law supports our work to educate women and men to be skilled, ethical professionals who seek justice in their communities and the world. Your support is critical to providing real world experience for our students in inspiring internships from San Francisco to Phnom Penh. It also provides financial aid for students and supports faculty scholarship that enhances the visibility and reputation of the law school.

### **Arts & Sciences**

Your commitment to the College of Arts and Sciences supports the core of our Jesuit education, giving men and women the foundation from which to fashion a more just and humane world. USF students are enriched by exploring laboratory sciences, pondering ancient philosophical questions and engaging with the arts. In short, your support helps us sustain a vibrant liberal arts education.

### **BPS Dean's Circle**

As a member of the Dean's Circle, your support and leadership assist Dean Duffy in creating a distinctive and vibrant business education environment for undergraduate and graduate students enrolled in the School of Business and Professional Studies. Through your generosity, the school has recruited talented new faculty members, enhanced the student experience and raised the visibility of the school among prospective students and the community.

### **BPS General**

Your gift to the School of Business and Professional Studies ensures a vibrant business education environment. Gifts such as yours help us recruit new faculty, enhance the student experience through activities outside the classroom, and prepare women and men to be ethical and conscientious leaders.

### **CSI**

The center will provide state of the art facilities and equipment for the changing landscape of science and innovation in the 21<sup>st</sup> century, and serve as the heart of our vibrant campus. I am pleased to share with you that the building will be named in honor of John Lo Schiavo, S.J., Chancellor, who is in many ways the heart and tradition of USF and all that we strive for. This innovative new space will boost the university's ability to recruit top faculty scholars, attract promising students, and encourage interdisciplinary work in the sciences, while highlighting our commitment to Jesuit education.

### **Scholarships**

USF is grateful for your commitment to scholarship support for our students. Access to a USF Jesuit education is central to our mission of educating minds and hearts to change the world, and your gift makes our mission a reality. On behalf of the students who have been enriched by your scholarship contribution, thank you for your generosity.

### **Athletics**

Your contribution to Athletics supports our mission of educating student-athletes to achieve success both on the playing field and in the classroom. On behalf of all our student-athletes, we thank you for your generous support.

### **Third Paragraph – President's Ambassadors**

As an expression of our gratitude, USF is pleased to recognize you as a member of the President's Ambassadors. Your **Gold Circle/Silver Circle/Provost's Circle/President's Circle** membership materials are enclosed with this letter.

### **Fourth Paragraph – Gift Inquiries**



Should you have questions about your gift **or would like to request a new membership card**, please contact Bridget Lane in Stewardship and Donor Relations at (415) 422-2553 or via e-mail at [bclane@usfca.edu](mailto:bclane@usfca.edu).

### **Final Paragraph - Closing**

#### **Standard Closing**

Thank you for your friendship, loyal support and commitment to our mission of Jesuit higher education at the University of San Francisco.

#### **Second Gift Fiscal Year**

Thank you for your continued generosity. On behalf of the entire university community, I thank you for your sustained commitment to and support of our mission.

With warmest regards,

Stephen A. Privett, S.J.  
President

July 26, 2010

Address  
Address  
Address

**GENERAL**

Dear:

I would like to express my appreciation for your gift to the FUND NAME. In these challenging times, donor support remains critical to our ability to pursue innovative medical research, to train doctors, researchers and other health professionals, and to provide the best in primary and specialty care to our friends and neighbors.

Your generosity qualifies you for membership in UW Medicine's Turner Society for another year, a group of supporters aligned with our mission of improving the health of the public. With the generosity of donors like you — ones who understand UW Medicine's importance in our region and around the world — we are making a difference in people's lives. Many thanks for your confidence in our work, and your contribution to our success.

Sincerely,

Paul G. Ramsey, M.D.  
CEO, UW Medicine  
Executive Vice President for Medical Affairs and  
Dean of the School of Medicine,  
University of Washington

PGR/lt

July 26, 2010

Address  
Address  
Address

**RESEARCH**

Dear:

I would like to express my appreciation for your gift to the FUND NAME. In these challenging times, donor support remains critical to UW Medicine's ability to pursue the innovative medical research for which we are known.

UW Medicine's endeavors encompass basic science research that enables new discoveries, as well as translational research — that is, research that translates laboratory-based findings into effective treatments. This “bench to bedside” emphasis means that our patients benefit from their doctors' leading-edge work.

Your generosity qualifies you for membership in UW Medicine's Turner Society, a group of supporters aligned with our organizational mission of improving the health of the public. With the support of donors like you — ones who understand the importance of UW Medicine's work — our research is making a difference in people's lives in our region and around the world. Many thanks for your confidence in our work, and your contribution to our success.

Sincerely,

Paul G. Ramsey, M.D.  
CEO, UW Medicine  
Executive Vice President for Medical Affairs and  
Dean of the School of Medicine,  
University of Washington

PGR/lt

July 26, 2010

Address  
Address  
Address

**PATIENT CARE**

Dear:

I would like to express my appreciation for your gift to the FUND NAME. In these challenging times, donor support remains critical to our ability to provide the best in primary and specialty care to our friends and neighbors.

UW Medicine's expertise in research and medical education strengthen our ability to provide the best in compassionate, leading-edge care to our patients at Harborview Medical Center, UW Medical Center, Northwest Hospital & Medical Center and UW Medicine Neighborhood Clinics — and to patients served by Airlift Northwest.

Your generosity qualifies you for membership in UW Medicine's Turner Society, a group of supporters aligned with our mission of improving the health of the public. With the generosity of donors like you — ones who understand UW Medicine's importance in our region and around the world — we are making a difference in people's lives. Many thanks for your confidence in our work, and your contribution to our success.

Sincerely,

Paul G. Ramsey, M.D.  
CEO, UW Medicine  
Executive Vice President for Medical Affairs and  
Dean of the School of Medicine,  
University of Washington

PGR/lt

July 26, 2010

Address  
Address  
Address

**EDUCATION & Student Fellowships**

Dear:

I would like to express my appreciation for your gift to the FUND NAME. In these challenging times, donor support remains critical to our ability to offer the highest quality medical education and training.

UW Medicine is proud to be training the health care professionals of the future, people who will provide much-needed health care in our region and beyond. It's work for which we are recognized; this year, the UW School of Medicine was ranked in the top 10 medical schools in the country in nine out of 10 categories by *U.S. News & World Report*, including a No.1 ranking in primary care, family medicine and rural medicine.

Your generosity qualifies you for membership in UW Medicine's Turner Society, a group of supporters aligned with our organizational mission of improving the health of the public. With the support of donors like you — ones who understand the importance of UW Medicine's educational goals — we are making a difference in people's lives in our region and around the world. Many thanks for your confidence in our work, and your contribution to our success.

Sincerely,

Paul G. Ramsey, M.D.  
CEO, UW Medicine  
Executive Vice President for Medical Affairs and  
Dean of the School of Medicine,  
University of Washington

PGR/lt

July 26, 2010

Address  
Address  
Address

**LECTURESHIP**

Dear:

I would like to express my appreciation for your gift to the FUND NAME. In these challenging times, donor support remains critical to our ability to offer the highest quality medical education and training.

Lectureships are an important part of the educational opportunities provided to UW Medicine trainees, faculty and staff. Giving our students, trainees and health-care professionals access to other experts in their field increases their ability to conduct ground-breaking research and provide excellent patient care.

Your generosity qualifies you for membership in UW Medicine's Turner Society, a group of supporters aligned with our organizational mission of improving the health of the public. With the generosity of donors like you — ones who understand UW Medicine's importance of UW Medicine's work — we are making a difference in the lives of our students and our faculty. We also make a difference in the lives of their patients, whether they live in the Northwest or halfway around the world. Many thanks for your confidence in our work, and your contribution to our success.

Sincerely,

Paul G. Ramsey, M.D.  
CEO, UW Medicine  
Executive Vice President for Medical Affairs and  
Dean of the School of Medicine,  
University of Washington

PGR/lt

July 26, 2010

Address  
Address  
Address

**PROF/CHAIR**

Dear:

I would like to express my appreciation for your gift to the NAME OF PROF OR CHAIR. In these challenging times, your support of our faculty members is critical to their ability to pursue innovative medical research, to train the next generation of health-care professionals and to provide the best in primary and specialty care to our friends and neighbors.

As researchers, teachers and health-care providers, our faculty members are at the core of UW Medicine's mission. With your gift, which will support the NAME OF PROF OR CHAIR in perpetuity, you help us attract and retain the scientists and physicians who make us a world-class medical institution.

Your generosity qualifies you for membership in UW Medicine's Turner Society, a group of supporters aligned with our organizational mission of improving the health of the public. With the support of donors like you — ones who understand UW Medicine's importance in our region and around the world — we are making a difference in people's lives. Many thanks for your confidence in our work, and your contribution to our success.

Sincerely,

Paul G. Ramsey, M.D.  
CEO, UW Medicine  
Executive Vice President for Medical Affairs and  
Dean of the School of Medicine,  
University of Washington

PGR/lt

Option 1

Dear ,

Leading a campus as vibrant and complex as the University of Wisconsin-Madison is exhilarating and challenging. Of all my duties as chancellor, one of the most gratifying is communicating with donors like you. Thank you for your support.

Your gift will help us in our various missions: educating society's leaders of tomorrow, conducting world-class research and ensuring that the Wisconsin Idea enhances life for the people of our state and beyond.

You have demonstrated in a very real way that the UW-Madison is meaningful to you. As our university evolves, you can believe that we will work to earn the trust that you have placed in us.

Private support will be increasingly important to the University in the times ahead. Thank you once again for helping to make that future bright. On Wisconsin!

Biddy Martin

Option 2

Dear....

Few places are as beautiful and evocative as our University of Wisconsin-Madison campus. It is a privilege and a challenge for me to lead the people who make this place more than an attractive spot on the map. Your gift will help ensure we build a bright future for the students, faculty and staff who propel us to world-class status.

We face enormous challenges as we look to the future of our university. Much is unknown. One thing we know for sure is that private support will be an increasing part of the equation leading to excellence.

I know there are many ways you can put your philanthropy to work in the world. Your decision to support the UW-Madison is a tremendous vote of confidence in us, and our vow to you is that we will be mindful of what your gift signifies.

Again, thank you for your help in creating a brighter future for our university. On Wisconsin!

Biddy Martin



Option 3

Dear.....

Every day, the people on our campus undertake education and research that will shape the future of our state and the world. In the months and years ahead, private support will be an increasingly important fulcrum for leveraging our resources and building on our successes. I am writing today to thank you for the vision and generosity embodied in your gift.

The University enjoys a reputation as a world-class research institution dedicated to undergraduate, graduate and professional education, an institution genuinely committed to public service. This is a vibrant intellectual community, one of which I am proud to be a part. The Wisconsin Idea is the University's gift to the world.

The support you have demonstrated will help us build on our success. It is hard to put into words just how much your commitment means to us. Trust me when I say you have made a real impact, and for that we thank you.

You are an important part of our UW-Madison community. I welcome your thoughts about our university and its future. On Wisconsin!

Biddy Martin

May 23, 2011

«NAME»

«ADDRESS1»

«ADDRESS2»

«ADDRESS3»

«CITY», «STATE» «POSTAL»

Dear «FIRST\_NAME»,

Thank you for your gift to Penn Nursing's Annual Giving Fund. Your generosity is an essential part of the continued success of our School's education, research and practice. The Annual Fund supports our most needed projects, allowing Penn Nursing the flexibility to respond to current challenges and quickly take advantage of new opportunities. It is this kind of support that has helped Penn Nursing rise to first place in National Institutes of Health research funding, attract a record number of students and create state-of-the-art facilities for excellence in education and leadership.

As a both a nurse researcher and a lifelong student of the profession, I know the importance of top-quality lab space and breakout space for undergraduates and graduate students. You have helped us to ensure these are defining qualities of our School of Nursing. I am so proud that this Fall we welcomed a renovated second floor, marked by dedicated student study space – a first for Penn Nursing students. Participation from alumni and friends like you is vital to provide unrestricted funding from the Annual Fund – the key to these kinds of state-of-the-art renovations, recruiting and retaining the leading students and faculty that make Penn Nursing the nation's number one ranked private School of Nursing.

The opportunities for students at all levels of Penn Nursing education are strengthened by your generous display of support and continued passion for the improvement of nursing education and the continuing success of Penn Nursing. On behalf of all those in the Penn Nursing community who benefit from your generosity, I thank you for helping us to reach our goals of today and tomorrow!

Best wishes,

Afaf I. Meleis, PhD, DrPS (hon) FAAN  
Professor of Nursing & Sociology  
Margaret Bond Simon Dean of Nursing

May 23, 2011

«NAME»  
«ADDRESS1»  
«ADDRESS2»  
«ADDRESS3»  
«CITY», «STATE» «POSTAL»

Dear «FIRST\_NAME»,

Thank you for your gift to the Friends of Penn Nursing Fund in support of student scholarships. Your support is truly meaningful to me and to all of the Friends of Penn Nursing volunteers as we prepare to welcome a new cadre of talented young nurses this fall – many of whom rely on support like this to fulfill their dream of a Penn Nursing education and world-changing nursing care.

Your generosity makes a remarkable difference in the lives of our students, enabling nearly a dozen Penn Nursing students to focus more on the lasting lessons of their education and less on their tuition bill. Each year, Friends of Penn Nursing like you add to the legacy of student support at our School. With an enthusiastic response already this year, I know we will continue this incredible tradition. Thank you for celebrating a new academic year with a commitment to educational excellence.

«FIRST\_NAME», you may have noticed that Claire Fagin herself is one of our Friends of Penn Nursing Co-Chairs this year – a meaningful parallel as we celebrate two years since the first phase of renovations to the building that bears her name and attracts the best and brightest future nurses and nurse researchers. I know I speak for Claire and myself when I say that it is friends like you who inspire us to dedicate every day to the cultivation of our students and the excellence of our programs. On behalf of all those in the Penn Nursing community who benefit from your generosity, I thank you for supporting *care that changes the world*.

Best wishes,

Afaf I. Meleis, PhD, DrPS (hon), FAAN  
Professor of Nursing & Sociology  
Margaret Bond Simon Dean of Nursing

[Click to replace with Date]

[Address]

Dear [Salutation Name],

Your recent gift for PURPOSE is most generous, and I am sincerely grateful to you.

As we work together to build a stronger Wake Forest, the support of [alumni OR friends OR parents] like you makes the difference in our capacity to meet the rapidly-changing needs of our society and balance them with the unwavering, traditional strengths offered by our collegiate university.

Thank you for your thoughtful support.

Sincerely,

Nathan O. Hatch

cc: [Copies - press SHIFT-ENTER between each recipient]

bcc: [Copies - press SHIFT-ENTER between each recipient]

[Click to replace with Date]

[Address]

Dear [Salutation Name],

I write to send my heartfelt thanks for your gift to Wake Forest for \_\_\_\_\_. Your generosity reflects an informed appreciation for what we offer to our students and faculty and encourages all who care about the University's future.

In this season of commencement, I have renewed optimism about the aspirations of the new alumni we send into the world each year. Gifts like yours enable us to strengthen their preparation and raise their sights to fulfill our motto, *Pro Humanitate*.

Yours very truly,

Mark A. Petersen  
Vice President

cc: [Copies - press SHIFT-ENTER between each recipient]

bcc: [Copies - press SHIFT-ENTER between each recipient]