



Frostburg State University Foundation, Inc.

101 Braddock Rd.
Frostburg, MD 21532
(301) 687-4161 / 4069 FAX

mmm dd, yyyy

«Contact»
«Name»
«Address»
«City», «State» «Zip»

Dear «Salutation»:

Our auditors are currently engaged in an audit of our financial statements. We are required to confirm the balance of your unpaid pledge to the Frostburg State University Foundation, Inc. at June 30, 2003. **Our records indicate a total pledge of «Pledge» was made on «Pledge_Date» to the «Fund». The amount paid to date on the pledge has been «Paid».**

As of mmm dd, yyyy, the end of the yyyy fiscal year, the amount shown below is recorded as an outstanding pledge to the Frostburg State University Foundation, Inc.

Please state in the space below whether or not this is in agreement with your records on this date. If there is a discrepancy, please furnish any information you may have which will assist the auditors in reconciling the difference.

Sincerely,

Executive Director FSU Foundation, Inc. and
FSU Director of Development

*****A

After signing and dating your reply, please mail it, a stamped self-addressed envelope is enclosed for your convenience directly to:

XXXXXXXXXXXXXXXXXX

Certified Public Accountants

XXX XXXXXXXX Street.

Cumberland, MD 21502

A pledge balance of «Outstanding» due to the Frostburg State University Foundation, Inc. agrees with our records as of mmm dd, yyyy, with the following exceptions (if any):

Signature

Date

Exception: