

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Organization
Address Line
City, State Zip Code

Re: Contribution

Dear :

Please accept this contribution in the name of my great-grandfather, Name. During his lifetime, he was a strong supporter of your organization and I wish to continue the tradition of giving that he started.

Sincerely,

N A M E