

## Letter to Respond to Donation Request

**This package contains:**

1. Instructions & Checklist for a Letter to Respond to a Donation Request
2. Letter to Respond to Donation Request

## Instructions & Checklist for Letter to Respond to Donation Request

- This package contains (1) Instructions & Checklist for Letter to Respond to a Donation Request; and (2) Letter to Respond to a Donation Request;
- This form is designed to assist you in drafting a letter for when you need to respond to a donation request.
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at [findlegalforms.com](http://findlegalforms.com).

[Your Name]  
[Street Address]  
[City, State ZIP Code]  
[phone number - optional]  
[email address - optional]

November 9, 2010

[Name of Recipient]  
[Title]  
[Company Name]  
[Street Address]  
[City, State ZIP Code]

Dear [Name of Recipient]:

Thank you for contacting me to request a donation for [Name of Charity].

I appreciate your commitment to this cause, and I would be pleased to make a contribution toward this worthy organization. Enclosed is a check in the amount of [Amount of Donation]. Please send me a receipt for my records.

Again, I thank you for your request and hope the enclosed donation is helpful.

Sincerely,

[Your Name]