

(Date)

(Name)
(Organization Name)
(Address)
(City, State and Zip)

Dear _____,

Enclosed is our donation in the amount of \$_____ to support _____ *(name of specific program or initiative)*. This activity is consistent with, and supportive of, our mission by providing _____. *(Identify area of community benefit such as charity care, health improvement services, education of community or health professionals, research, economic development, community coalition building, etc. – see CHA guide for complete listing)* Accordingly, you should consider this donation to be restricted to that purpose.

We appreciate the role _____ *(name of organization)* plays in our community and are happy to support its efforts to improve the lives of those that live in _____. *(Name of city or community)*

Sincerely,

(Name)
(Position/Title)

Enclosure