(Chapter Logo)

June 13, 2016

(Donor Name)

(Donor Address)

Dear (Donor Salutation):

Thank you for your generous gift of (in kind items). Just as important as money, contributions like yours provide valuable assistance to the Friends of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

According to IRS regulations, we are unable to assign a dollar value to the donation; however, please know that any dollars we do not need to spend on necessary supplies are dollars we are able to apply directly to support the programs and services we provide to \_\_\_\_\_\_ State (Park/Forest).

And thanks to you, we have more of those dollars!

Sincerely,

(Chair Name)
Chair