



Official Wyoming 4-H Donation Letter Template

A letter using the following template should be sent to those that donate money to 4-H programming efforts. The letter should be on UWE letterhead or other 4-H letterhead of a club, committee, or other 4-H group.

Date

Name of Donor

Address of Donor

Dear Name of Donor,

Please accept our thanks for your recent donation of (amount of donation). This donation will be used for (explanation of how funds will be used). We further acknowledge that no goods or services were offered or furnished in consideration of this gift.

We appreciate your support of (name of group that received donation) and look forward to working with you throughout the coming years! Thank you for all you have done to support the efforts of the Wyoming 4-H program in (name of county) County!

Sincerely,

Name of official donor (this could be president, committee chair, UWE Educator, etc)

Name of donation receiving organization

Wyoming 4-H