

**(Name of Agency or Institution)
Address
(City, State, Zip)**

Dear Good Will Administrator:

[Name]

**Mr. [Name]
[Address]
[City, State, Zip]**

Dear [Name]:

Thank you for your affirmative contribution.

Please accept this letter as a recognition of your

**contribution to the [Agency or Institution], and as a token of appreciation to the
staff of your institution. We are grateful for your contribution and will be
contacted at your request. We are not sure the contribution will be used as
permitted under your use of the contribution for that institution.**

**Your gift will be used to [Agency or Institution] through the use of
the [Agency or Institution] as appropriate.**

**In recognition of the contribution, we are enclosing a certificate of appreciation. This
certificate is placed only in the [Agency or Institution] and is not intended to
control or be used for any other purpose, and it may be used for the [Agency or Institution] or
for the [Agency or Institution].**

Please contact your institution or its professional for more information.

Sincerely,

[Name of Agency or Institution]