

**(Name of company or institution)
Address
(City, State, ZIP)**

Dear Good Will Administrator:

[Name]

**My address
Address
(City, State, ZIP)**

(Dear [Name])

Thank you for your affiliation with [organization].

Please accept this letter as a recognition of your support.

Under the terms of the [Name] plan, you are asked to contribute to the plan in your [contribution] amount. Therefore, your contribution will not be reduced if you receive. But you can use the contribution after you receive an amount that exceeds the [contribution] for that [contribution].

You should receive a [Name] statement from [Name] through mail or [Name] from [Name] as appropriate.

In exchange for the contribution, you will receive [Name] (please) after [Name] is [Name] only if the [Name] of [Name] for [Name] [Name] is [Name] of the [Name] plan, and it may be used for the [Name] of [Name]'s [Name] or [Name] [Name].

Please contact your [Name] or [Name] for more information.

Sincerely,

(Name of person acting on behalf of [Name])