

Letter for Donor - Sample

[On Library Stationary]

[Addressee]

Re: [Ex] Fund for _____ Library

Dear _____:

On behalf of the _____ Public Library, we wish to thank you for your generous contribution made for our benefit through the Illinois Library Association's Fund for Illinois Libraries. As you know, the Library, its staff, and Trustees are dedicated to providing the facilities, programs, and services required for a "lifetime of learning," and your gift will enable us to continue and build on that tradition.

Contributions such as yours serve both as a great encouragement to us and the very tool to help us reach our planned goals for the Library and the community. If you have any questions regarding the Library, our plans or your gift, please call (____) ____ - ____.

Your continued support is greatly appreciated and we thank you for the trust in us and the investment in our community your gift reflects, and we are all very grateful.

Very truly yours,

President, _____ Public Library

Director

P.S. Please retain this letter as your gift receipt to be used for tax purposes. You received no goods or services for this contribution.