

November 30, 2023

re: XYZ Foundation grant

Dear:

At the recommendation of XXX, a director of the XYZ Foundation, I am pleased to inform you that the XYZ Foundation has awarded XXX \$5,000 in support of general operations.

We would appreciate written acknowledgement of this gift that includes your award number (XXXX), the amount of the gift, the date of its receipt, and a statement that no goods or services were provided by XXXX in return for this contribution.

Please email this acknowledgement to XXXXX or mail it to the address below:

XXXXX

Foundation directors request that in acknowledging this award the Foundation be listed as "Anonymous."

Enclosure

cc: