MAIL DATE

Dear FIRST NAME,

You’re one of ORGANIZATION’s closest friends. You’re someone I turn to when help is urgently needed.

 And that’s why I’m reaching out to you today.

Please take a look at the enclosed letter. In it, I talk about how your special year-end gift can help DESCRIBE HOW A BENEFICIARY, CAUSE OR ORGANIZATION ARE HURTING NOW.

You’ve been so generous for so long. Which is why I hope I can count on you for a special year-end gift.

Please take a moment to read the enclosed letter and learn how your generous gift before December 31st can DESCRIBE OUTCOME YOUR ORG CREATES.

I’m so grateful for your friendship, and hope you can send in a gift today.

Best,

NAME

TITLE

**I Will Provide the Solution!**

Prepared for: Donor Name

Donor Name

**Yes, [Letter Signer]!** Please use my gift to [repeat what the letter said the donor’s gift will do], and to support all the work of [Organization Name]!

Enclosed is my gift of:

$ \_\_\_\_\_\_\_\_\_ to help as much as possible.

Street Address

City, State Zip

Thank you for your tax-deducible gift! Please return this form and your check to Organization Name, Organization Address.

To give by credit card, complete the form below.

**This gift is a:**

❑ One-time gift.

❑ Monthly gift. Please charge my card each month on the [ ] 5th or [ ] 20th of the month.

To give faster, go to: **www.YourWebsite.org/donate**

Credit Card Information:

Card #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Exp Date: \_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_

Name on Card: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Billing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City\_\_\_\_\_\_\_\_\_\_\_\_\_ State:\_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email(s) for receipt: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Your gift to [Organization Name] is tax-deductible as allowed by law. If donations exceed what is needed for this project, gifts will be used to meet the most urgent needs. [Your Organization] is a 501 (c)(3) organization, registered with the [State]Secretary of State. Tax ID# XX-XXXXXXX.*