

Month, dd, yyyy

«Addressee»
«Position»
«Organization_Name»
«Address_line_1»
«Address_line_2»
«Address_line_3»
«Address_line_4»
«Address_line_5»
«City», «State» «ZIP_Code»

Dear «Salutation»,

Thank you so much for your generosity to Hobart and William Smith Colleges. As a member of the Hobart and William Smith family, your gift to the «Fund_description_1» further exemplifies your commitment to the Colleges and to the educational opportunities offered to our students.

The young men and women who study here come from across the country and around the globe. They embody the best and the brightest and the support you give ensures they will have the best tools at their disposal while they are here.

The accomplishments at Hobart and William Smith Colleges have been considerable and our aspirations are ambitious. These are exciting times for Hobart and William Smith Colleges. With your support, we look to the future with increasing confidence. Thank you again.

Sincerely,

Gift Accounting & Acknowledgment Administrator

Official Tax Receipt

Hobart and William Smith Colleges gratefully acknowledge the support of:

Donor Name:	«Addressee»
Gift Amount:	«Amount»
Tax Deductible Amount:	«Receipt_amount»
Date Processed:	«Gift_date»
Designation:	«Fund_description_1»
Thank you for the Matching Gift from:	«Matching_gift_company_1» «Matching_gift_company_2»

If you or your spouse are employed by or serve on a board for a matching gift company, your gift may be increased. Matching gift forms are usually available from the participating company's personnel office.

For Heron and Statesmen membership gifts, the IRS deductible amount is the above amount reduced by the premiums received. For all other gifts, Hobart and William Smith Colleges verify that no goods or services of value were exchanged in consideration of this gift.