

# **SAMPLE FOUNDATION**

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Street Address  
City, State, Zip  
Phone  
FAX

Date

NAME  
ORGANIZATION  
Address  
City, State Zip

Dear \_\_\_\_\_:

The Sample Foundation is pleased to enclose our check # \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ to \_\_\_\_\_. This grant is being made at the discretion of our trustee, \_\_\_\_\_.

An acknowledgment copy is enclosed for your signature. Please return the original copy of this receipt at your earliest convenience.

Sincerely,

Name  
Title