

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 another gesture of generosity to Hobart and William Smith Colleges. Today the Colleges proudly continue a long tradition of providing students with an outstanding liberal arts education. Your additional gift to the «Fund_description_1» will help strengthen this tradition.

The Colleges are in an exciting time of achievement and forward momentum. As our academic reputation continues to improve, young men and women increasingly choose HWS as they seek to shape their lives through education. So much of this progress is linked to individuals like you, who have chosen to invest in this good place.

Thank you again for your additional gift this year. Your confidence in the Colleges is greatly appreciated.

Sincerely,

Gift Accounting & Acknowledgement 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.