

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»,

Hobart and William Smith Colleges are honored to receive a contribution to the «Fund_description_1»
«Tribute_type_1» «HonorMemorial_Name_1» «HonorMemorial_Name_2».

Your generous gesture serves as a thoughtful tribute to a special person and as a living memorial as it benefits the young men and women in study at Hobart and William Smith Colleges. An acknowledgement of your sympathy and kindness has been sent to the family.

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» |

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.