

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»,

On behalf of the faculty, staff and students of Hobart and William Smith Colleges, thank you for your thoughtful gift to the «Fund\_description\_1» for your Reunion Class Campaign and your continuing loyalty to your alma mater.

The generosity of alumni and alumnae, especially during reunion years, is a cornerstone of our financial strength. Your decision to join with your classmates to make a special gift is greatly valued.

More than ever, your alma mater is an institution with a growing reputation among the finest liberal arts institutions in the country. With your leadership, support and commitment we look forward to an even more promising future.

We very much hope that you will be with us in June for a great reunion week.

Sincerely,

Vice President of Institutional Advancement

**Official Tax Receipt**

Hobart and William Smith Colleges gratefully acknowledge the support of:

Donor Name:	«Addressee»
Gift Amount:	«Amount»
Tax Deductible Amount:	«Receipt_amount»
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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.*