On Donor’s Letterhead

Donor’s Company

Donor’s Name

Address

City, ST Zip+4Digit

Date

Marketing Assistant, Family and MWR

Aberdeen Proving Ground

ATTN: APG Gifts and Donations Program

2503 Advanced Tactics Rd.

Aberdeen, MD 21005

Dear Gift Coordinator,

(Write a little about your organization).

I would like to express my gratitude for the sacrifices made by our Soldiers and Families who defend our freedom and their Families. I would like to donate xxx (describe the donation, what is included; identify any conditions associated with the offer.) The value of the donation is $X,XXX. This donation will be delivered at no cost to the Army.

I am making this offer without any solicitation from the Department of the Army.

There are no restrictions or conditions beyond what is outlined above.

I understand the acceptance of this gift does not imply US Army endorsement of any kind. I also understand I will receive no special concessions or privileges.

Prior to delivering the donation, I will await acknowledgment and acceptance by APG Family and MWR.

Respectfully yours,

Signed by donor