

Sample Charitable Organization Donation Letter

COMPANY LETTER HEAD

Date

Charitable Organizations Coordinator  
United States Marine Corps  
Wounded Warrior Regiment  
3025 John Quick Road  
Quantico, VA 22134

1. Introduction of donor. The following information should be considered an official offer letter to either an individual Marine or the U.S. Marine Corps.
2. A written background on the donor and/or organization, i.e. 501(c) 3, Combined Federal Campaign Charity, etc. Is the donor doing business with the government or have substantial interests affected by government action? (It is highly recommended all organizations submit their corporate documents for verification; if you are attaching such documents or if you have already submitted them to the Regiment in the past, and no new documents have been filed or otherwise produced, please state that).
3. State, specifically, the type of donation, market value, description, if shipment costs will be incurred by donor, size, weight, etc. Also, where and when the donation will be given? Is the gift to an individual, or to the Marine Corps on behalf of the Wounded Warrior Regiment (can be even more specific, ie, WW Co Hawaii)? Are there any incidental benefits attached to the gift (for example, if the gift is a hunting excursion, and the donor is paying for travel, lodging and food for the attending Marines, this should be made clear).
4. Briefly describe your public relations scope.
5. A point of contact with telephone number, address, email, and fax.

Signature Block  
XXXXXXX  
XXXXXXX

Attachments:  
Corporate Documents  
(Sample Donation if appropriate)