**Sample Gift Acknowledgment Letter**

*Name*

*Address*

*City, State, Zip*

Dear\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

*(use first name(s) as much as possible)*

The Board of Directors of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County 4-H Foundation thank you for your thoughtful gift of\_\_\_ *(dollar amount)* \_\_\_ in support of its \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_program. The more than \_\_\_ *(number of 4-Hers in the county)* \_\_\_ share their gratitude as well.

As you know, our \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County 4-H programs are increasing in quality, as well as in the number of young people and volunteers who are involved. You contribution helps to make that possible in important ways. You may also be interested to learn that 4-H is the largest youth organization in Arkansas and in the world, serving more than 130,000 of our state’s youth in calendar 2003 alone.

Please know we value you in many ways. And your gifts make you even more special to us.

Sincerely,

*Name*

President, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County 4-H Foundation

CC: County Staff Chair

Director of Development