On Donor’s Letterhead

Donor’s Company

Donor’s Name

Address

City, ST Zip+4Digit

Aug xx, 2017

Director, Family and MWR Programs

U.S. Army Garrison Ansbach

Unit 28712 Box 6500

APO, AE 09177-8712

Dear Director of Ansbach FMWR,

(Write a little about your organization and yourself).

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 “xx” (describe the donation, what is included; identify any conditions associated with the offer). The value of the donation is $XX,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 U.S. Army endorsement of any kind. I also understand the U.S. Army will make no public announcement of the gift and I will receive no special concessions or privileges.

Prior to delivering the donation, I will await acknowledgment and acceptance by the U.S. Army Garrison Ansbach.

Respectfully yours,

Signed by donor