­­­

[DATE]

[COMPANY NAME

Attn: \_\_\_\_\_\_\_\_\_\_\_

COMPANY ADDRESS

CITY, STATE, ZIP]

RE: Donation for [EVENT NAME – (SPECIFY ITEM DONATED HERE)]

Dear [NAME],

Thank you for being an important partner in [EVENT NAME]. Your generous donation of [SPECIFIC ITEM], valued at $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to our [RAFFLE/AUCTION/EVENT] is greatly appreciated. Each donated item will be beautifully packaged and lovingly presented on one of our auction boards or tables.

Your business name will appear in our event materials that will be provided to each guest upon arrival. At the event, all of our supporters are encouraged to patronize those businesses who have so graciously donated to our organization.

Please note that your donation to [EVENT NAME] is tax deductible. National CMV Foundation’s tax ID number is 47-2329330.

Thank you for being an important partner in raising awareness and education about congenital CMV in our community. We wish your business continued growth and prosperity in the months and years ahead.

Sincerely,

[NAME]

Supporter

National CMV Foundation