

## Acknowledgement of Gifts

To provide timely opportunity for you to be aware and acknowledge gifts to your fund, BCCF forwards correspondence within one month after the BCCF gift receipts have been mailed to the donor. Unless the donor specifies that their name or gift amount remain confidential, this information is disclosed in the gift correspondence. A sample of this letter follows.

<Date>

«Name»

«Organization»

«Address1»

«Address2»

«CityStZip»

Dear «Salutation»:

The Battle Creek Community Foundation would like to inform you that a gift of «GiftAmount» was made to the «Fund» on «GiftDate» by:

«DonorName»

«AckOrgname»

«AckAddress1»

«AckAddress2»

«AckCityStZip»

**Gift Comment:** «GiftComment»

While the Battle Creek Community Foundation has acknowledged this gift with an official receipt, we anticipate that you may want to provide a personal thank you to the donor(s) as well.

As always, if you have any questions, please feel free to contact either of us at any time.

Sincerely,

Brenda L. Hunt  
President and CEO