

**Letter of Donation
(Template)**

**[RSO Name]
[Address]
[City, State Zip]**

(Include information for all RSOs involved, if more than one.)

[Date]

[Name of Organization to receive donation]

[Address]

[City, State Zip]

Dear [name],

Acknowledge what the organization does and why you chose to donate to them.

Indicate the purpose of donating to selected organization. Describe how you want the organization to benefit from your funds.

Provide name, date(s), and description of the event you held that raised these funds.

List the amount of money generated for donation that you are providing to the organization.

Best wishes,

Signature(s) of individuals below

[RSO President(s)]

[RSO Treasurer(s)]