DATE

MSU Extension [County Office]

Address

Dear [insert name],

The [name] 4-H council is pleased to enclose our check for $[AMOUNT] in support *of [insert general statement: e.g. summer programs]*.

Sincerely,

Note:

* Letters should not use term “grant”. It should be a gift/donation/contribution
* Gifts may be for programs but should not be restrictive
* Gifts cannot represent deliverables
* No reporting requirements
* Acknowledgment of gift comes from MSU