DATE

MSU Extension [unit]

Address

Dear [insert name],

On behalf of [name], I am pleased to enclose our check for $[AMOUNT] in support of *[insert general statement: e.g. “summer programs”, “Breakfast on the Farm”, “work in which your institution engages”].*

We are happy for the opportunity to support this program with this charitable contribution. At your earliest convenience please send us an acknowledgement of this gift.

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.