



FJC

A Foundation of Philanthropic Funds

John and Jane Smith Fund

March 29, 2008

Your Favorite Charity
123 First Street
Somewhere, NA 01234

To Whom It May Concern:

At the recommendation of John and Jane Smith, we are pleased to transmit the attached check in the amount of \$1,000.00 to Your Favorite Charity from the John and Jane Smith Fund, which is maintained at FJC.

This gift is designated for the Capital Campaign and is made in honor of Phil Smith's 75th birthday.

By accepting this check, you warrant that there has been no change in your IRS tax classification.

This grant is made to you by FJC, a 501(c)3 public charity. Donors to FJC are provided a tax receipt for their contributions to FJC and do not require a separate tax receipt from your organization. Please send an acknowledgement of this gift to:

John and Jane Smith
456 Second Avenue
Our Town, NA 56789

No gift or privilege should be delivered to FJC or the recommender named above in connection with this grant. Please note that this grant from FJC cannot be paid for the non-tax deductible portion of benefit events or memberships; for school tuition; to fulfill personal pledges of financial support or obligation; or for any dues except to qualifying religious institutions. Your endorsement of the enclosed check indicates compliance with these guidelines.

Very truly yours,

Katie Riordan
Grants Administrator

Enclosure

cc: John and Jane Smith