**Letter of Appreciation Template and Sample Text**

Date

Donor Name

Donor Organization

Donor Street Address

City, State ZIP

Dear (Donor Name):

Thank you for your generous donation of (cite monetary amount, acreage of land, or other donation) on (date).

This donation will enable us to (describe specific project that the donation will benefit or fund and state the Service’s understanding of the terms of the donation should it have conditions. If it is a land donation, describe how it will be used—as exchange land to acquire land within an approved project boundary; as a key acquisition for a particular National Wildlife Refuge, National Fish Hatchery, or other program land; etc.).

The U.S. Fish and Wildlife Service (Service) is accepting your gift consistent with our donations policy (212 FW 8) with the mutual understanding that your voluntary donation is not intended to influence any decision or action by the Service, nor to obtain any special treatment or consideration from the Service. Additionally, accepting your donation does not constitute an endorsement by the Service of (name of donor), its products, or its services.

We sincerely appreciate your gift to the Service.

Sincerely,

(Signature)

(Name and title of authorized employee)

cc: Any appropriate Headquarters, Regional, or Field Offices