



**American Friends
of Canadian Land Trust**

Sample Donor Letter

March 31 2009

American Friends of Canadian Land Trusts
P.O Box 4482
Seattle, Washington 98194 USA

_____ Date

Donor name(s)

Address

(_____) _____
Telephone number

Email

Dear American Friends of Canadian Land Trusts representative,

Attached please find a check, **payable to the *American Friends of Canadian Land Trusts***, for \$ _____ USD (minimum gift \$200), for your Cross-Border Conservation Program.

I wish to request that AFoCLT consider a grant recommendation in favor of the following organization:

Organization name

Address

Contact Person

Telephone number

Email

The grant amount that I ask you to consider is \$ _____ U.S. (minus processing fees). I understand that a grant may only be made to an organization meeting all AFoCLT grantee eligibility criteria, approved by and in good standing with the AFoCLT. I also understand that, as required by the Internal Revenue Service, AFoCLT cannot accept contributions so earmarked that they must in any event go to a specific Canadian organization.

Should AFoCLT decide to make a grant according to my request, I understand that for administrative purposes, AFoCLT will retain an amount of 5% of my gift (2% for any amount above \$10,000 US). The remainder will be available for grant disbursement. Should you decide to make such a grant, you have my permission to forward my name and contact information, along with the amount of my grant recommendation, to the recipient organization.

Sincerely,

Please print off this form, or draft a letter using this document as a template.

**Send your completed form/letter to: American Friends of Canadian Land Trusts
P.O. Box 4482 Seattle, Washington 98194 USA**