

**Letter of Donation  
(Template)**

**[RSO Name]  
[Address]  
[City, State Zip]**

**(Include information for all RSOs involved, if more than one.)**

**[Date]**

**[Name of Organization to receive donation]**

**[Address]**

**[City, State Zip]**

**Dear [name],**

**Acknowledge what the organization does and why you chose to donate to them.**

**Indicate the purpose of donating to selected organization. Describe how you want the organization to benefit from your funds.**

**Provide name, date(s), and description of the event you held that raised these funds.**

**List the amount of money generated for donation that you are providing to the organization.**

**Best wishes,**

*Signature(s) of individuals below*

**[RSO President(s)]**

**[RSO Treasurer(s)]**