



**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**