

**CHESTER COUNTY LIBRARY
SAMPLE DONATION LETTER**

Dear Friend:

On behalf of the Chester County Library, I want to thank you for your recent donation which is listed below. The Library will use this donation in the best way possible.

There have been many recent changes in the tax laws. We suggest that you check with your tax preparer to determine if this donation is tax deductible in your particular situation. If it is deductible, you must set the value as the Library cannot be responsible for doing it.

Please feel free to call on us whenever we can be of service to you.

Sincerely,

Library Director and Staff

**COMMEMORATIVE MATERIALS FORM
FOR STAFF USE ONLY:**

DATE RECEIVED: _____

ASSIGNED TO: _____

DATE PERSON WAS NOTIFIED: _____

TITLE OF MATERIAL SELECTED: _____

REVIEW SOURCE: _____

DATE ORDERED: _____

DATE PROCESSED: _____