**Sample Gift Club Acknowledgement Letter**

Date

Name

Address

City, State Zip

The next time you hear the opening bell of *Marketplace* or laugh out loud to a story on *Snap Judgment* you can be proud to know that your marvelous gift plays an important part in making this happen.

Your donation as a Leadership Society supporter plays an incredibly vital role in bringing you the news and conversation you value, and in supporting WXYZ’s role to provide news that is accurate and impartial for our shared community.

As a Leadership Society supporter, I hope you will join us at the annual Leadership Society luncheon where you can meet NPR reporters and your fellow donors. The event is coming up in May and you’ll be receiving your personal invitation shortly.

If that date does not work for your schedule, I hope you’ll contact me to schedule a behind-the-scenes tour of the station newsroom and studios.

Thank you for making WXYZ a part of your life, and thank you for your generous support. You make such a difference.

Sincerely,

[GIFT OFFICER or GENERAL MANAGER NAME]

[TITLE]

[Gift details below including gift date, amount, fund code]