**\*\*USE THIS AS A TEMPLATE FOR SOLICITATION ON YOUR OWN STATIONARY OR EMAIL\*\***

[*Date*]

Dear [*insert Business Owner/Community Relations Manager name*]:

**THANK YOU** for supporting United Way of Larimer County through the *[Insert your workplace name]* Employee Giving Campaign.

Your generous in-kind contribution of a *[insert name of item]* on *[insert date]* is especially appreciated, because it helped leverage additional dollars for our community as a giving incentive for our workplace campaign.

The Internal Revenue Service has determined the valuation of any donated property is the responsibility of the donor. We encourage you to consult your tax advisor to assist you. In addition to our gratitude for your involvement in improving the quality of life in our community, this letter may serve as your tax acknowledgment. United Way of Larimer County does not provide goods or services to our donors in return for their contributions. Our tax ID number is 84-6031503 for your convenience.

United Way of Larimer County provides opportunity for every sector and every individual to be involved with positive change. Thank you for being a part of our movement. **United, we strengthen our community.**

Thank you again for your support. If you have questions, please call us at 970-407-7000. To learn more about United Way, visit [www.uwaylc.org](http://www.uwaylc.org).

Sincerely,

[*Solicitor’s Name*]