

On behalf of COMPANY and the COMPANY PAC, please accept the enclosed check in the amount of \$ \$xxx.xx to your organization, xxxxxxxxxxxxxxxxxxxx. A COMPANY employee specifically requested that this contribution be sent to your charity. Any acknowledgement of this gift should be sent to John Smith at the address listed below.

COMPANY PAC is governed by the Federal Election Commission (FEC). FEC regulations prohibit participants in this program from receiving any premium, discount, or other financial benefit as a result of the enclosed contribution.

Thank you for allowing COMPANY and its employees to be part of your community. If you have any questions or need additional information, please contact me at (202) 876-5432.

Best regards,