

ABC Company's Letterhead

ABC Company
Point of Contact's Name
Address
City, ST Zip+4Digit

Date

Directorate of Family and Morale,
Welfare and Recreation
ATTN: Gifts and Donations Program
2601 Indiana Avenue
Fort Campbell, KY 42223

(Provide some information about ABC Company).

I would like to express my gratitude for the sacrifices made by our Soldiers who defend our freedom, and their Families. I would like to donate XYZ items (describe the donation and identify any conditions associated with the offer). The value of the donation is \$XX,XXX. This donation will be delivered at no cost to the Army.

I am making this offer without any solicitation from the Department of the Army. There are no restrictions or conditions beyond what is outlined above.

I understand the acceptance of this gift does not imply US Army endorsement of any kind. I also understand the US Army will make no public announcement of the gift and I will receive no special concessions or privileges.

Prior to delivering the donation, I will await acknowledgment and acceptance by the Directorate of Family and Morale, Welfare and Recreation Fort Campbell.

Respectfully yours,

Signed by Point of Contact