

[Inside top flap]

XYZ Organization • Telephone Number

Yes! I / we want to help those in need with a gift / pledge of \$ _____.

Name (as you wish to be recognized *) _____

Contact person / title if business / organization gift _____

Spouse / partner, if applicable _____

Address _____

City _____ State _____ Zip _____ E-mail _____

Telephone: Daytime _____ Evening _____ Fax _____

* Donors will be recognized in various XYZ publications. Please indicate above exactly how you prefer to be recognized. If you prefer to remain anonymous, check this box.

Please check, as appropriate:

Current donor

Address change

Add me to XYZ's e-news list

I / we have included XYZ in our will

New donor

Name change

Send volunteer information

Sometimes XYZ exchanges its mailing list with other charities to help find others like you who care. If you do **not** wish us to include your name in the exchange, please check here.

[Inside bottom – envelope where check is enclosed]

My gift is: In honor of In memory of _____

Please acknowledge to:

Name _____

Address _____

City _____ State ____ Zip _____ E-mail _____

Enclosed is my check of \$_____ made payable to XYZ. (If this is a partial payment, please pay the balance no later than June 30, the end of XYZ's fiscal year. XYZ will send you reminder notices quarterly. Thank you.)

Please charge my VISA or Master Card (Please circle which one. **For gifts of \$250 or more please.**)

Account # _____ Expiration date _____

Authorizing signature _____

If you wish to donate marketable securities, please contact XYZ's Executive Director at 401-123 - 4567.

Thank you!

[Outside front]

XYZ Organization
33 Park Street
City, State, Zip Code, Country

Yes! I want everyone in my community to have food, shelter and clothing.

[Outside closing flap]

You can double your gift without adding another dollar of your own!

How? Check with your employer. Many employers have “Matching Gifts Programs.”
When you give a gift to your favorite charity, your employer may double (or even triple!)
the value of this gift.

To make your match, just ask your employer.
And enclose your employer’s form in this envelope.