September 15, 2017

«Customer»

«Company\_Name»

«Adr\_line1»

«Adr\_line2»

«City», «State» «Post\_Code»

«Country»

Dear «Cust\_Prefix» «Cust\_Last\_Name»:

Thank you for your recent investment supporting ASHRAE’s «Fund» program. It is through financial leadership and support like yours that this program remains a successful and viable endeavor for its members, the public, and the HVAC&R industry.

ASHRAE is a 501(c)(3) charitable organization, so gifts are tax deductible to the extent allowed by law. Please accept this letter as acknowledgement of your contribution received on «Batch\_Date» in the amount of $«Amount».

You were not provided any goods or services required to be reported for this contribution.

Again, thank you for your financial support of ASHRAE’s mission.

Sincerely,

<<Name>>

<<Chapter Name>> Chapter RP Chair, President, or Treasurer