[Your Name]

[Street Address]

[City, St Zip]

[Optional – Email Address]

[Today’s Date]

[Name of Recipient]

[Title]

[Company]

[Address]

[City, St Zip]

Dear [Name of Recipient]:

[**Instructions:** This template provides structure and guidance for writing a Request for Donation Letter. Simply replace information in brackets[] with your own information and text. For additional tips, examples and guidance on using this template, see the [Letter of Resignation](http://www.vertex42.com/WordTemplates/resignation-letter.html) page on Vertex42.com.

[Begin your letter with a brief introduction containing positive statements.]

[State that you are leaving your position and the date you will be leaving.]

[Provide additional positive statements about your time with the company and any explanation you care to give. Note: Avoid any kind of negative or personal attacks in your letter because it is standard practice for resignation letters to end up in personnel files.]

[Closing - Offer to help with the transition. Thank the individual or company for the opportunities and success you have had.]

Sincerely (or Respectfully Yours),

(Sign here for letters sent by mail or fax)

[Typed Name]

[Title – if applicable]