Date

Dear Donor,

Attached please find a template that may be used to certify that you have made your donation to our station. In some cases, we have contracts or other correspondence with donors that document their *intention* to make a donation, but this form is used by the donor to certify for us that the donation has actually been made. This is essential for our required record keeping and may be substituted for a donor’s invoice.

Please insert your company logo on the top right corner of the form, complete each section, and sign and date.

Please note that this *documentation should be provided by the donor at the time the donation is delivered to the station.*

In-kind contributions, including in-kind trades, are an important source of support for stations like ours.

Please return this form to:

INSERT STATION CONTACT INFORMATION AND ADDRESS

Thank you for providing this necessary certification.

Sincerely,

INSERT NAME/SIGNATURE