

## **SAMPLE LETTER FROM DONOR**

**(On Donor's Letterhead)**

Theresa Azevedo  
President  
East Bay Institute for Research and Education  
P.O. Box 2339  
Martinez, CA 94553

Dear Ms. Azevedo:

Enclosed is our check payable to the East Bay Institute for Research and Education in the amount of \$\_\_\_\_\_. These funds are for the unrestricted support of the research and educational activities of (Investigator's Name) and may be utilized for any activity that is in accord with policies of the Institute.

Sincerely,

(Signature of Donor)

Note: **EBIRE's Tax Identification Number is 68-0177975.**