

**SAMPLE LETTER TO THE TEXAS A&M FOUNDATION**  
**USE EITHER (A) OR (B)**  
**This is an example only!**

Tyson Voelkel '96, President  
Texas A&M Foundation  
401 George Bush Drive  
College Station, Texas 77840-2811

Dear Mr. Voelkel:

**(A) FOR ONE ORGANIZATION:**

Please find enclosed a check in the amount of \$\_\_\_\_\_, which is our donation from the **(Name of Club)** to **(Campus Organization and Account#)** at Texas A&M University.

**(A) FOR MORE THAN ONE ORGANIZATION – SAME CHECK:**

Please find enclosed a check in the amount of \$\_\_\_\_\_, which is our donation from the **(Name of Club)** to the following campus organizations at Texas A&M University.

\$100.00 - CARPOOL – Account #956550

\$100.00 - Fish Camp – Account #956340

\$100.00 - The Big Event – Account #959830

\$100.00 - Sterling C. Evans Library Mothers' Club Endowment – Account #04-57152

Sincerely,

(Your name)

(Your Club name)

(Address)

(Phone)

(Email)

cc: Contact Person of Campus Organization