

Berkeley PUBLIC SCHOOLS

Excellence • Equity • Engagement • Enrichment

2020 Bonar Street, Berkeley, CA 94702, 510-644-8493

www.berkeleyschools.net

[Date]

[Name]

[Address]

[City, State Zip Code]

Re: Donation to Berkeley Unified School District / [School]

Dear [Name],

Please accept this letter as acknowledgement of your donation to the Berkeley Unified School District / [School] of [item(s) donated] valued at \$[amount].

The students of [our District or your school] will benefit from your generosity, and we thank you!

Sincerely,

[Your Name]

[Your Title]

cc: Berkeley Unified School District Board of Directors
Business Services