

SAMPLE GRANT TRANSMITTAL LETTER



4315 Guadalupe Street, Suite 300
Austin, TX 78751

austincf.org

GRANT TRANSMITTAL

September 1, 2022

Example Charity
123 Main Street, Suite 123
Somewhere City, TX 12345

A grant to Example Charity has been made by a fund of the Austin Community Foundation.

Grant Amount: \$1,000

Grant Purpose: Unrestricted

Fund: Doe Family Fund

Submitted By: John Doe
123 Avenue
Austin, TX 78751

We encourage you to thank the donor personally if their contact information is provided. If no contact information is included above, the donor wishes to remain anonymous. We are unable to disclose any additional donor information.

You do not need to send Austin Community Foundation or the donor a tax receipt for this grant. In addition, we kindly request that the Foundation not be sent general mailings unless requested.

Endorsement of the enclosed check certifies that this check represents a charitable contribution and does not represent payment for goods, services, or other value provided to any person or organization. If you are unable to fulfill the purpose of this grant, please contact us immediately.

Austin Community Foundation is pleased to assist you in your endeavors through the generosity of this donor. If you have any questions, please contact grants@austincf.org and reference grant 12345.