

Before submitting this letter, delete all red text (including this line) and replace with the specified information

Donor Name

Donor Address

Date

To whom it may concern,

I am writing this letter in response to a potential donation to the Bronx Community College Archives. I believe my donation would be a good fit for your collection.

In this paragraph you will describe your collection of materials and how it responds well to the mission of BCC's Archives. Speak about its strengths as a collection or archival item of historical value.

I have enclosed a list of the materials for your review. Please contact me at Phone Number and/or Email for inquiries.

Thank you for your time. I hope that you will accept my donation.

Sincerely,

Signature