***Use with the Constituents Grid > Actions > Print/Email Mail Merge and attach the cumulative giving statement.***

**MERGEFIELD TodaysDate**

**MERGEFIELD Envelope Salutation**

**MERGEFIELD Address 1** **MERGEFIELD Address 2**

**MERGEFIELD City**, **MERGEFIELD State** **MERGEFIELD Zip**

Dear **MERGEFIELD Informal Salutation**,

We appreciate your support of Organization Name this past year. Our mission is to (fill in your information). Thanks to your generosity, we were able to accomplish our goals this year.

On the next page, you will find your giving summary for last year. Our EIN is 12-3456789. The tax-deductible amount for each contribution is shown in the column on the right. Note that a description of any gifts in kind is provided, however there is no valuation.

If you have any questions, please contact us at 999-555-1212 or via email name@organizationname.org.

With gratitude,

Executive Director

Organization Name

*Add any state required fundraising disclosure statements.*