***Use with the Constituent Grid> Actions>Print/Email Mail Merge.***

**{MERGEFIELD Today’s Date}**

**{MERGEFIELD Envelope Salutation}**

**{MERGEFIELD Address 1}** {**MERGEFIELD Address 2}**

**{MERGEFIELD City}**, {**MERGEFIELD State}** {**MERGEFIELD Zip}**

Dear {**MERGEFIELD Informal Salutation}**,

Thank you for your loyal support since **{MERGEFIELD First Transaction Date \@ "MMMM dd, yyyy"}**. Since that time, we have accomplished so much together including (enter your organization’s information here) Thanks to your generosity, we were able to accomplish our goals last year and are well on our way again this year.

We hope you will support our mission again this year with another generous gift of **{MERGEFIELD Last Transaction Amount \# $,#.00}** or consider an increase to make an even bigger impact in our community. You can return the form below with your check or visit our website helpingthekids.org and click on the donate button. We appreciate your time and consideration.

With gratitude,

Executive Director

Organization Name

*Add any state required fundraising disclosure statements.*

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Yes! I'd like to support your organization with my donation of:

\_\_\_ $100 \_\_\_ $200 \_\_\_ $500 \_\_\_ $750 \_\_\_ $1,000 \_\_\_$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Other amount)

**{MERGEFIELD Envelope Salutation}**

**{MERGEFIELD Address 1}** {**MERGEFIELD Address 2}**

**{MERGEFIELD City}**, {**MERGEFIELD State}** {**MERGEFIELD Zip}**

Please mail your check made payable to Organization Name, Address, City, State, Zip