(Date)

(Donor Name) (Address) (City/State/Zip)

Dear (Title(s) Last Name),

On behalf of the University of Wisconsin Oshkosh Department of (XXXX), I'd like to thank you for your recent, generous gift of $XXX on (date). The gift you have provided is being used for (Provide brief statement as to what the gift is being used for). Your commitment to UW Oshkosh and its students plays a vital role in our ability to enhance student success, promote academic excellence and expand our impact on the community and the lives of our students.

Once again, from the University of Wisconsin Oshkosh Department of (XXXX), we thank you for your generous gift.

Sincerely,

Department Manager Title

*The University of Wisconsin Oshkosh is a governmental unit and charitable contributions to government units are tax-deductible under section 170(c)(1) of the Internal Revenue Code if made for a public purpose.*