Letterhead

Dear Sir or Madam,

Please find enclosed a check donation of $300 to the Wilson Dog’s Home.

I am making this donation in the memory of my recently deceased friend Kelly Silva, a lifelong lover of dogs who housed and rehabilitated strays without any professional help or financial backing.

Kelly was also a supporter of many animal charities and I found your details in an old email correspondence with her.

I request that you please send a notice of the donation in Kelly’s name to her family at: 5503 Stony View, Oregon, Oregon, 97747-7857. Addressed to Mr. Silva, her father.

Please send the receipt to 2402 Amber Bear Circuit, Scraper, Oregon, 97714-8439.

Thank you for your assistance and I hope that my $300 can help a difference.

Sincerely,

Mr. Clayson Gamble