

DONATION LETTER

(Use Agency Letterhead)

TO: _____
(Agency Name)

(Address)

FROM: _____
(Donor Name)

(Address)

DATE: _____

SUBJECT: Donation of Personal Property

I hereby affirm/certify that I am the legal owner of the items listed herein, and that these items are free of any encumbrances. I further affirm/certify that these items are given without promise of any future consideration.

Item Description	Serial Number	Original Cost	Property Number

Donor Signature & Date

Telephone #