Dear NAME,

Each year the board of ORG sets a collective goal for board giving that reflects the individual financial gifts of each board member. As outlined in our board commitment letter signed annually, each board member is to make a substantial financial donation to ORG each year to signify that the organization is a personal philanthropic priority.

With your help we can continue to serve our community in the coming year, providing the resources to enact our mission in a variety of ways. < Verbiage about board accomplishments in the preceding year > < Verbiage about board goals for the upcoming year >

Please return the attached form indicating the amount of your board gift and method of payment.

With gratitude for your service and your generosity,

Board Chair

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My contribution to the 20XX board goal of $XXXXX will be \_\_\_\_\_\_\_\_\_\_

\_\_\_\_ Gift enclosed

\_\_\_\_ I will make my gift by \_\_\_\_\_\_\_(date)

\_\_\_\_ I will make my gift in Monthly/Quarterly/Semi-annual installments (Pledge reminders will be sent on the 20th of the preceding month (ex. Feb 20 for a quarterly pledge payment due in March)