

October 18, 2013

«Company»
«Title» «FirstName» «LastName»
«Address1»
«Address2»
«City», ON «Postal_or_zip_code»

Dear «LastName»:

Our office has recently received an In Memoriam donation from you in the memory of <<Notes>>. We wish to express our deepest sympathy to you at this most difficult time, and thank you for your donation. Please find enclosed your charitable tax receipt for \$«Amount».00 which we received on «Date».

The Brain Injury Association of Waterloo-Wellington gives support, hope and answers to survivors of acquired brain injury (ABI). We are recognized as pioneers in meeting the needs of survivors and their caregivers and setting standard for innovative program delivery, education and prevention of ABI. Each year the Brain Injury Association of Waterloo-Wellington continues to advance its mission through our programs and we have seen many lives change because of the programs and we couldn't do this without the support from our community partners.

Your donation will help the association to provide the much needed support and education to survivors and their families affected by acquired brain injuries.

We thank you for your support and kindness at this time of sadness.

If you should have any questions please call Patti Lehman, Executive Director at 519-579-5300 or via email at patti@biaww.com.

Yours Sincerely

Robin Harrington
Office Assistant/Fundraising Manager