

Donor Letter - Form C

[Date]

[Donor Name]
[Donor Address]
[City, State ZIP]

Re: [Gift of]

Dear [Donor Name],

On behalf of the City of Minneapolis, I would like to thank you for your generous proposed donation of [\$_____ or describe goods] to the City [If gift comes with any restrictions, they should be listed here. For example: on the following conditions: _____]. Your proposed donation is subject to acceptance by the City Council. Minnesota state law requires that all gifts to municipalities be presented by resolution to and approved by a two-thirds vote of the City Council. Acceptance of your donation does not state or imply the endorsement of the City of any product, service or entity connected to you and acceptance will not result in any favored treatment for you in pending or future procurement or other City governmental decisions. Your donation will be submitted for approval at the [Month, date, year] City Council meeting.

Very truly yours,

Department Head or designee