

THE TRIPP-JONES FAMILY

DONATION ACKNOWLEDGMENT

LETTER TEMPLATE

Used by the Treasurer to confirm receipt of donations to the Tripp-Jones Family General Fund

Instructions for the Treasurer

Send this letter to every donor within 14 days of receiving their donation. Fill in all bracketed fields before sending. Keep a copy filed with the monthly financial records. For donations of \$250 or more, consider sending a signed original by mail in addition to email.

Guideline	Detail
Send within	14 days of receiving the donation
Sent by	Treasurer (primary); Secretary (if Treasurer unavailable)
Filing copy	Treasurer's records — attach to monthly financial statement
For donations \$250+	Consider mailing a signed original letter

Letter Template — General Donation

[Date]
[Donor Full Name]
[Donor Address — if mailing]
[Donor Email — if emailing]

Dear [Donor Name],

On behalf of the Tripp-Jones Family, I am honored to acknowledge and sincerely thank you for your generous contribution to the Tripp-Jones Family General Fund.

Donation Amount: \$ _____
Date Received: _____
Payment Method: _____
Donation Directed To (if specified): _____ (or: General Fund — unrestricted)

Your contribution goes directly toward [choose one or customize: supporting our annual family reunion / preserving our family's history and heritage / providing compassionate assistance to family members in need / keeping our family connected year-round]. Every dollar you give strengthens the Tripp-Jones Family for this generation and those to come.

Please retain this letter for your personal records as confirmation of your donation.

With deep gratitude and family love,

[Treasurer Full Name]

Treasurer, Tripp-Jones Family

Phone: _____

Email: _____

Letter Template — Reunion-Directed Donation

Dear [Donor Name],

Thank you so much for your generous contribution in support of the [Year] Tripp-Jones Family Reunion. Your gift helps make the reunion possible for every member of our family, regardless of circumstance — and that is a true expression of what this family stands for.

Donation Amount: \$ _____
Date Received: _____
Directed To: [Year] Tripp-Jones Family Reunion Fund

We look forward to celebrating with you at the reunion. If you have any questions about how your donation is being used, please do not hesitate to reach out.

With gratitude,

[Treasurer Full Name]

Treasurer, Tripp-Jones Family

Letter Template — Benevolence Fund Donation

Dear [Donor Name],

Your kindness means more than words can express. Thank you for your contribution to the Tripp-Jones Family Benevolence Fund — the fund our family uses to stand with members who are facing hardship, illness, or loss.

Donation Amount: \$ _____
Date Received: _____
Directed To: Tripp-Jones Family Benevolence Fund

Your gift is a direct expression of the love and unity that defines the Tripp-Jones Family. It will be held in confidence and used with care, consistent with our Benevolence Fund Policy.

With love and appreciation,

[Treasurer Full Name]

Treasurer, Tripp-Jones Family

