**Sample**

**Letter of Acceptance for Unconditional Donations, Gifts and Bequests**

*This sample policy should be adapted for your board of management by customising as relevant. This sample policy may need to be adapted to align with your board’s other policies and procedures. Likewise other policies and procedures may need to be aligned as appropriate with this sample policy.*

[School's Letterhead]

[Donor's Name]

[Donor's Address]

**[Date]**

**Subject: Acceptance of Donation**

Dear [Donor's Name],

On behalf of the board of management at [School’s Name], I am writing to formally acknowledge and accept your generous donation of [specific gift/donation/bequest details]. We are deeply grateful for your support.

Your contribution will significantly enhance our ability to provide quality education and improve our facilities at [School’s Name]. gifts like yours allow us the flexibility to allocate resources where they are most needed, thereby having a broader impact on our school community.

Please find attached a receipt for your records. If you require any further documentation or have any questions, please do not hesitate to contact us.

Yours sincerely,

**[Your Name]**

**[Principal]**

**[School’s Name]**

**[Contact Information]**

**Note:**

This document is issued by the FSSU to encourage and facilitate the better administration and management of schools. That guidance was published as part of a suite of guidance, intended to provide support to boards of management, by putting in place systems, processes and policies which ensure schools are managed in an effective, efficient, accountable and transparent way.

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