Mr. Alfred Finney

President

Kind Volunteers Org.

December 15, 2010

Ms. Alice Kennedy

President

Triple A Company

Dear Ms. Kennedy,

Warm greetings!

We received your letter last week and we would like to inform you that we will be accepting the used tables and chairs which you wish to donate to our organization.  We are always happy to receive donations in cash or in kind from generous donors.  It is heart-warming that you chose to donate the items to our organization.  We are a new organization and have yet to establish regular donors and we hope you would be one of our constant supporters.

Rest assured that your donation will be put to good use.  We regularly hold various activities which includes relief and rehabilitation missions for victims of calamities.  We are sure that the tables and chairs would be able to help those whose schools were damaged by calamities.

Thank you and may the Lord repay your kindness.  
Sincerely,

Alfred Finney