



Guidelines For Writing Your Donation Letter

It's extremely important to understand that the attached format is just for an example. I encourage you all to make your letter as personal as possible for the individuals you are sending it to. Feel free to create your own letter format as well.

1. Sign the letter with personal comments and signatures.
2. Send the letter Via Mail, Not Email
3. Personalize your letters to express what you and your group will be accomplishing in Uganda
4. Make sure to make it clear to your family and friends that this is a service trip (not a vacation) that you will be sacrificing your own time and finances for.

IMPORTANT:

Your donors will be able to write a check to HFF in order to get a tax-deductible receipt from our organization. They are welcome to donate directly to you via cash or check, if they do not care for a Tax-deductible receipt. Their donation sent to HFF via mail to the address shown below the letter will go directly towards your cost of the trip. Money for dinners and flights will be paid for by the individual, so when it comes time to purchase your flight, we will make sure to get your donor money back to you in order for you to put it directly toward your flight and meals/ other expenses.