

PLEASE CALL THIS LETTER TO THE ATTENTION OF A SUPERVISOR.

Dear _____,

Yours is one of a number of charities to which we donate. In each case we write only one check a year. What we resent are repeated solicitations, which squander our contribution on fundraising consultants, printing, and postage; create a less favorable impression of you and your work; and add to the hassle of culling and disposing of junk mail.

We note that the enclosed donation is being mailed on or about ____ / ____ / 20____. We anticipate receiving an acknowledgement in the near future, and perhaps one other solicitation over the next year. Any further solicitations, whether by mail or telephone, will be considered excessive.

To combat excessive solicitations, we have decided to (1) keep a record of all solicitations from charities to which we donate, (2) stop contributing to any charity that sends excessive solicitations, as defined above, and (3) add what we would have given on a pro rata basis to our contributions to those charities that do not squander our contributions. (Newsletters and magazines are not considered solicitations if asking for money is not their primary purpose.)

Any organization that put itself on our no-give list will be sent a copy of this letter next year. If a year passes without excessive solicitations, we will resume contributing. If not, its mailings will go directly to our recycle bin.

Also, if you have an opt/out provision, we request that you not share our address with any other organization, however deserving.

We hope this letter will have the intended effect, and that we can continue to support your work in the years ahead.

All best,

[name]
[street address]
[city, state ZIP]