**[Your Name]**  
[Your Street Address]  
[City, NC ZIP Code]

[Date]

**Advancement Services**

Gifts & Records Management

Campus Box 7474

NC State University

Raleigh, NC 27695

Dear Advancement Services Team,

Please find enclosed my check made payable to **NC Agricultural Foundation, Inc.** This gift is intended to support the **CES/North Carolina Extension Master Gardener Endowment**, account #662731.

I would appreciate it if you would send an acknowledgment of this gift to the address below for my records:

**Name:** [Insert Name]  
**Address:** [Insert Mailing Address for Acknowledgment]

Thank you for processing this contribution.

Sincerely,

[Your Signature (if printing)]  
[Your Typed Name]