



*Seeking your financial support to help build a new
Community Center in Lancaster for all area residents.*

8/25/2014

[REDACTED]
[REDACTED]
[REDACTED]

Sample
Billing
Letter

Dear [REDACTED]:

We are so grateful that so many members of our community have pledged to help us expand our public library. Support like yours has been a big step on our path to success. Thank you for your pledge of \$1000 toward our library expansion project. On your pledge sheet, you indicated that you would prefer to be billed annually. This year's portion of your pledge will equal \$200 and you can choose to bring it to the library or mail it using the enclosed envelope. Please turn this payment in by December 15.

Checks can be made out to the Lancaster Public Library Foundation. Remember that all contributions are tax deductible. If you have any questions regarding your pledge or anything else related to the building project, please feel free to contact Jennifer Bernetzke at the library. The phone number is 608-723-7304, or you may contact her via email at jbernetzke@swls.org.

Thank you again for your continuing support; our entire community will benefit from such generosity.

Sincerely,

The Lancaster Public Library Foundation

**All mail sent to 113 West Elm Street is automatically forwarded to the correct location.*

Contributions are tax deductible to the extent allowed by law. Please make payable to:
Lancaster Public Library Foundation ♦ 113 West Elm Street ♦ Lancaster, WI 53813 ♦ 608-723-7304

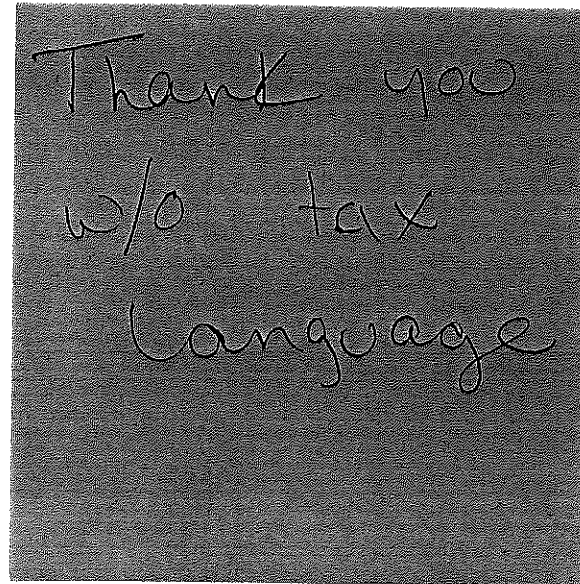


*Seeking your financial support to help build a new
Community Center in Lancaster for all area residents.*

December 31, 2014



Dear [REDACTED]:



On behalf of the residents of Lancaster and Southwest Wisconsin, we express our gratitude to you for the \$200 contribution to the Lancaster Library expansion fund, a payment toward your 100 Families pledge. Your gift is a splendid example for others.

Aware that this project will succeed largely through private donations, you have challenged the rest of us to finish the task. It is now up to other area residents to join in seeing the Library project through. The expansion of the Lancaster Public Library will advance the communities access to technology, improve services to library patrons, and aid community, family and business development. Everyone here today and for generations to come will benefit from and enjoy the results.

Lancaster's Public Library is the community's center for lifelong learning. We are committed to serving the community by providing materials and services to meet the public's needs for education, information, recreation and culture.

We encourage all residents to stop in or call to learn more about the services the library currently provides and get more information about the expansion project.

With sincere gratitude,

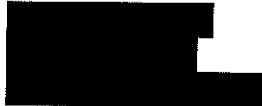
Lancaster Public Library Foundation

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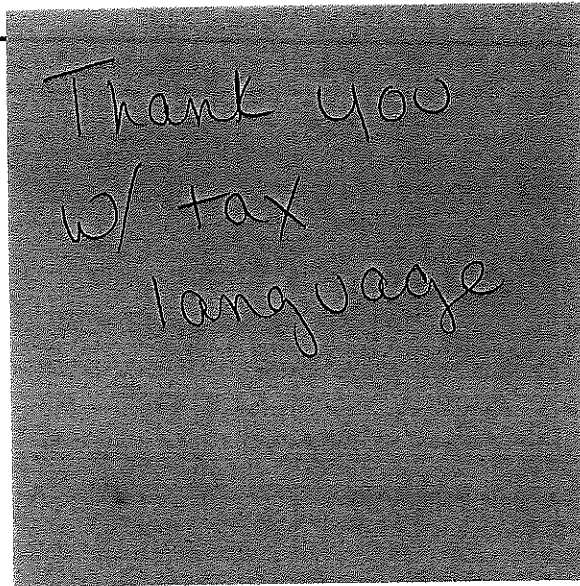


*Seeking your financial support to help build a new
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December 31, 2014



Dear [REDACTED]:



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With sincere gratitude,

Lancaster Public Library Foundation

In compliance with the Internal Revenue Code, this acknowledgement will serve as your tax receipt for the gift of \$[REDACTED] received on December 31, 2014. We further note that you received no goods or services in exchange for this contribution or the value of any goods or services received falls within the definition of "low cost articles" under Section 513(h)(2) of the Code.

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