

hopeFound's Before Version: Comments from Lisa

Formatting changes made from Before version:

- Changed to serif font, 12 pt: in this case, Palatino
- Increased right margin to 1.25 inches (3.2 cm)
- Moved date below address fields. (Personal preference: the date is important in a thank-you, and I don't like to bury it.)
- Tabbed all paragraphs by ½ inch (1.3 cm)

Name
Address1
Address2
City, State Zip

December 8, 2010

Dear _____,

A warm place to sleep. A steady job. The keys to their own apartment.

This is what your recent gift of \$_____ to hopeFound means to the men and women we serve. Thank you so very much!

We're putting your donation to good use. With your help, hopeFound is providing men and women who are homeless in Greater Boston with the tools to turn their lives around: emergency shelter, addiction treatment, employment counseling, access to transitional housing and more.

The road isn't always easy... but they don't expect it to be. All they ask is a chance – a chance your gift has given them.

Please call us at 617-983-0351 if you ever have questions. We're here to help. And watch for our next newsletter, where we'll update you on all you make possible, through hopeFound.

Recovery, employment, housing and hope. I'm so grateful for your generosity.

Thank you for caring,

Mary Nee
Executive Director

P.S. I invite you to visit our website at www.hopeFoundboston.org. There you can explore volunteer opportunities, learn more about the programs and services you support and read inspiring stories of the men and women you're helping. Again, my thanks to you.

Please save this letter as a receipt for your tax records. Since you received no goods or services in exchange for this gift, it may be considered a charitable contribution to the extent allowed by IRS regulations.