

MODEL OF LETTER OF DONATION

Date

Sir / Madam

BENEFICIARY INSTITUTION

Lima, Peru

Reference: Donation of products

1. DONOR IDENTIFICATION

Name

Identity Document (Type and number)

Organization which represents

Address

City and Country

I express my wish to donate the items stated in the enclosed list in favour of:

2. BENEFICIARY IDENTIFICATION

Name

Identity Document (Type and number)

Organization which represents

Address

City and Country

The items which will be donated have the aim of aiding ...(state the social, welfare or educational purpose of the donation and/or the program/project within which it is to be used if appropriate)

The estimated value of the donation is(corresponding currency).....

QUANTITY	UNIT	DESCRIPTION	STATE	ESTIMATED VALUE	NOTES

Yours sincerely,

Signature of the Donor