**Sample**

**Letter of Acceptance for Conditional Donations, Gifts and Bequests**

*This sample letter should be adapted for your board of management by customising as relevant.*

**[School's Letterhead]**

[Donor's Name]

[Donor's Address]

**[Date]**

**Subject: Acceptance of Conditional Donation**

Dear [Donor's Name],

On behalf of the board of management at [School’s Name], I am writing to formally acknowledge and accept your generous donation of [specific gift/donation/bequest details] under the conditions you have specified.

We are truly grateful for your support and commitment to [School’s Name]. Your contribution will significantly enhance our ability to [briefly describe the intended use of the donation in alignment with the donor’s conditions]. The board has reviewed your conditions and is pleased to comply with them.

Please find attached a receipt for your records. If you require any questions, please do not hesitate to contact us.

Yours sincerely,

**[Your Name]**

**[Principal]**

**[School’s Name]**

**[Contact Information]**

**Note:**

This document is issued by the FSSU to encourage and facilitate the better administration and management of schools. That guidance was published as part of a suite of guidance, intended to provide support to boards of management, by putting in place systems, processes and policies which ensure schools are managed in an effective, efficient, accountable and transparent way.

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