*Donor’s Letterhead – please include donor mailing address,*

*phone number, and/or email address*

*Date*

Secretary of the Army

ATTN: Army Gift Program Coordinator

Office of the Administrative Assistant

 to the Secretary of the Army

9301 Chapek Road, Bldg. 1458, Room 2SE4708

Fort Belvoir, VA 22060

Mr. Secretary,

I, *Donor’s Name*, as *Donor’s Title* of *Non-Federal Entity*, am offering an unsolicited gift to the United States Army of *item(s)*, on the condition that the Army use it to benefit *Army organization, installation, program or event*. The gift has a total value of $*##.##* and will be provided at nocost to the Army.

*[If applicable, donor will provide logistical information on delivery and/or installation of the gift]*

*[If desired, donor may comment on the significance of the gift and/or the significance of the Army organization, installation, program or event that the gift will benefit]*

I understand that the Army will make no public announcement of this gift or in any other way endorse *Non-Federal Entity*. Furthermore, I understand that *Non-Federal Entity* will receive no special privileges, concessions, or consideration from the Army upon acceptance of this gift.

My point of contact for this action is *Name*, *Phone Number*, *Email*.

Respectfully,

*<<DONOR’S SIGNATURE>>*

*Donor’s Name Typed*