**Accompanying Document to Soliciting, Accepting and Processing Gifts**

**and Grants from Private Sources**

**UPPS 03.05.01**

**ATTACHMENT VI**

**Sample Dean’s Letter**

Date

Dr. Denise M. Trauth, President

Texas State University-San Marcos

601 University Drive, JCK 1020

San Marcos, TX 78666-4682

Dear Dr. Trauth:

 Family and friends of name have donated $amount to the college/school/center and pledged an additional $amount to provide a total gift of $ amount to establish the endowment name. The funds are currently in account account name- cost center/fund.

 Distributions from the endowment will be used to statement of purpose from MOU.

 Additional information is contained in the attached Memorandum of Understanding and biographical form.

 I will be grateful if you will recommend the establishment of the endowment name.

 Sincerely,

 Dean

Initials

Attachments

cc: Vice President for University Advancement

 Assistant Vice President for Development