«Organization Name»  
«Organization Address»  
«Organization Phone»

«System Date»

«Donor Title» «Donor First Name» «Donor Last Name»  
«Address Block»  
«City», «State» «ZIP»

Dear «Donor First Name»:

Thank you so much for choosing a membership at the «Organization Name»! We are very grateful to confirm that your «Card Type» was charged today for the total amount of «Gift Amount», in full payment for «Membership Category».

This print-out serves as your temporary membership card, for use as of today, **«System Date»**, and is valid for 30 days. You may use it immediately for entry to the «Organization Name» or for discounts in the «Organization Name» Gift Shop; please be prepared to show a valid photo I.D. to our Admissions staff. Your permanent membership cards, guest passes and further Garden information will arrive at your given address within 2 to 4 weeks.  If you have any questions about your membership, please contact Member Services on (555) 555-5555.

***Did you know that many corporations offer employee giving programs where they match donations to the* «Organization Name»*?*** The tax deductible component of your membership is normally eligible to be matched as well. Please access details and matching gift forms for many employers by clicking here \*\*insert link to your organization’s matching gift website\*\*.

Your generosity makes it possible for the «Organization Name» to thrive and develop for all of our members and visitors. Thanks to your valuable support.

We hope that you enjoy your membership benefits at the Atlanta Botanical Garden, and look forward to seeing you here soon!

Sincerely,

«Name of Organization’s Membership Manager»

Membership Manager