

Thank you for supporting Swampscott's tree canopy. Below is a model letter for your use to accompany your check made out to Town of Swampscott. Please also write "Tree Gift Fund" in the check's memo line. Mail the check and letter to:

**Town Treasurer
Attn: Patrick Luddy
Town of Swampscott
22 Monument Ave.
Swampscott, MA 01907**

Your donation will be accepted publicly at a Select Board meeting. If you prefer to have your donation remain anonymous, please include that information in your letter.

Date:

To Whom It May Concern:

We are delighted to provide the Town of Swampscott with the attached check for \$XXXXX to be deposited in the Town's Tree Gift Fund. This gift is intended to be used to purchase trees for planting on Town-owned property.

(Optional) The donor has stated a preference to have these trees planted at the following location(s) in Swampscott:

(Optional) The donor desires that this gift be given anonymously.

This gift is to be used exclusively for charitable purposes and is not for the purpose of influencing legislation.

Sincerely,

Name

Address