

<TODAY'S DATE>

<CONTACT NAME>

<CONTACT ADDRESS>

Dear <CONTACT AT ORGANIZATION>,

This letter is to inform you that the monetary contribution enclosed in this envelope of \$<TOTAL AMOUNT> is intended for <NAME OF ORGANIZATION> to participate in the MI Community Solar project by leasing <NUMBER OF> panels.

Thank you for the work that you do to improve our community.

Sincerely,

<YOUR NAME>