

Letter of Donation for Scientific Artifact

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Institution/Organization]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally offer a donation of a scientific artifact, [insert description of the artifact], to [Recipient Institution/Organization]. This item has been a significant part of my collection and represents an important aspect of [include relevant scientific field or significance].

The artifact is in [describe the condition of the artifact] and I believe it would be a valuable addition to your research and display efforts at [Institution Name]. I hope it can be used to educate and inspire others interested in [relevant topic or field].

Please let me know if there are any specific procedures or documentation that you require for the donation process. I am happy to assist in facilitating the transfer of this artifact to your institution.

Thank you for considering this donation. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title/Position if relevant]