

# Sample Gift-in-Kind Letter

*All American Cattle Company  
12345 America Way  
Gainesville, FL 32611-2345*

Dr. Jon Doe  
UF Animal Sciences Dept.  
Gainesville, FL 32611

RE: Gift of Cattle

Dear Dr. Doe,

Please accept our gift of one (1) steer and two (2) heifers to the University of Florida Department of Animal Sciences. These cattle are to be used unrestrictedly for any purposes deemed necessary by the department.

The total value of the three animals is \$3,216.90 as reflected on the attached invoice.

Sincerely,

Dave Donor  
President  
All American Cattle Company

DD

Enclosure