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August 22, 2008

<<FIRST>> <<LAST>>  
<<COMPANY>>  
<<ADDRESS>>  
<<CITY>> <<STATE>> <<ZIP>>

Dear <<FIRST>>

Thank you for your donation of \$<<DONATION>>. As you know, ticket prices only cover a small portion of the total cost of putting on a show. Your generosity makes our season possible.

We promise to use our box office software to generate a report of donors on the night you come. That way, we will be reminded you will be here so we can put a bouquet of flowers on your seat in appreciation of your support. You can hold the flowers during the performance and, at intermission, everyone will ask you how you got so lucky to receive such a nice bouquet.

We will take good care of your money.

Sincerely,

Georgina Spelvin  
Fund-raising and Marketing Department

Note: This is a sample mail merge document using data from a report generated by Wintix and sent to a file.

Along with the customer's name, address, donation, etc., you can also set filters and sort orders. This is built into all modern word processors.