

Institution Name

The following gifts of \$5,000 or more were given to [Institution Name].

Date	Donor	Amount	Beneficiary(ies)
MM/DD/YY	Name of Donor(s)	\$X, XXX.XX	Beneficiary(ies) of the donation
MM/DD/YY	Name of Donor(s)	\$X, XXX.XX	Beneficiary(ies) of the donation
MM/DD/YY	Name of Donor(s)	\$X, XXX.XX	Beneficiary(ies) of the donation

Foundation Name *(if applicable)*

The following gifts of \$5,000 or more were given to [Foundation Name].

Date	Donor	Amount	Beneficiary(ies)
MM/DD/YY	Name of Donor(s)	\$X, XXX.XX	Beneficiary(ies) of the donation
MM/DD/YY	Name of Donor(s)	\$X, XXX.XX	Beneficiary(ies) of the donation
MM/DD/YY	Name of Donor(s)	\$X, XXX.XX	Beneficiary(ies) of the donation

Explanations

The following gifts of \$5,000 or more were given to [Institution Name].

- Name of Donor(s) contributed \$X, XXX.XX to [Beneficiary Name]. Include relevant notes or context if needed (e.g., "to support scholarships in the College of Education").
- ...

The following gifts of \$5,000 or more given to [Foundation Name].

- Name of Donor(s) contributed \$X,XXX.XX to [Beneficiary Name]. Include relevant notes or context if needed....