First name Last name
Address

Date

Dear name,

On behalf of the Healthcare Businesswomen’s Association (HBA) chapter/region, I want to thank you for your support of event name/date.

For over 40 years, the HBA has worked to further the advancement and impact of women in the business of healthcare. The commitment and support of companies like yours helps to drive our mission forward and provide real value to our members in their development. Together, we truly are a **united force for change**.

As a 501(c)(6) not for profit organization under the IRS federal tax code, our organization must record the fair market value of the “in kind” donations we receive where no cash is exchanged for products, goods or services. To assist us with proper accounting for your generous support, please complete and return the attached sponsorship documents to me at your earliest convenience.

**Guidance on completing the contribution form:**

**How do you value in-kind services?**

*Fair Market Value:*

What you would normally charge for the service, or what it would cost if you were to purchase it.

* Consider what it would cost to obtain similar goods or services
* Value of donation should be assigned by the donor (not HBA as the recipient)

*Actual Value: used when you have receipts*

* Provided food for a meeting
* Donated the printing of brochures
* Donated supplies for a workshop

Thank you once again for your generous support of the HBA.

Sincerely,

**First name Last name**
HBA title, chapter/region

Email address
phone