



Recycle Your Electronics to Support [Your Organization Name]!

Dear Alumni:

(Insert your organization name here) is conducting a recycling fundraiser! There's nothing to buy. We are simply asking you to protect the environment by donating your used consumer electronics. Your used item(s) may be tax deductible and will be recycled in accordance with EPA regulations. 100% of the proceeds will help fund (insert your organization's cause here).

We are currently collecting the following items:

- | | | | | |
|-------------|-------------|----------|---------------|-------------|
| Cell phones | Laptops | Tablets | Game consoles | Printers |
| Ink Jets | MP3 players | Speakers | VHS players | DVD players |

Please drop off any items you would like to recycle at: (Insert Your Organization's Drop Off Location and Collection Point Information).

We greatly appreciate your support!

Best regards,

(Your Name)
(Your Title)
(Organization Name)

Tax Deductible Donation Acknowledgement

Thank you for donating your cellular phone(s), ink jet(s), iPod(s), iPad(s) or tablet(s) or gold, silver or platinum jewelry. We cannot make any determination as to the value of the specific item(s) you have donated to us. Generally speaking, older items will not warrant a tax deduction (but still can be recycled). You should consult your tax advisor regarding value determination for tax purposes. The IRS requires the following information for tax deductions of \$250 or less. Please fill in the information indicated below and retain this for your tax records.

(Insert organization name here)

Donation Organization

Donation Date

Description of item(s)

of Item(s)

\$ Value of Donation

Donor's Name

Donor's Address