



1 BOSTON PLACE
BOSTON, MASSACHUSETTS 02116

John A. Sample
VDM, Inc.
591 North Avenue
Wakefield, MA 01880

2008 CHARITABLE CONTRIBUTIONS

RETAIN FOR YOUR TAX RECORDS

Dear Mr. Sample,

We are grateful for your recent donations to the XYZ nonprofit organization.

Our records indicate that between January 1 and December 31, 2008, your contributions totaled \$XXX.

Your gifts are tax deductible to the fullest extent provided by law.

Please call us at 123.456.7890 if our records do not match yours.

Yes! I want to renew my support of the XYZ nonprofit organization and help fund your important programs in 2009. Please accept my enclosed check in the amount of:

\$000 \$000 \$000 Other \$ _____



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Check enclosed, payable to XYZ Organization
 Please charge \$ _____ to:
 Visa MasterCard American Express

NAME AS IT APPEARS ON CARD

ACCOUNT NUMBER

EXP. DATE

SIGNATURE

EMAIL ADDRESS

Please detach this completed form and return in the envelope provided.
Thank you for your generosity.

THE TAX STATEMENT MAILING PACKAGE:

- Personalized slip providing the donor's total tax-deductible giving amount
- Reply slip stimulating an additional gift from the donor
- Outgoing carrier window envelope
- Reply envelope

Want to discuss doing a tax statement in January/February?

Call or email one of us:

John Betz
339/203-4290 x205
jbetz@vdmmail.com

Janice Flammia
339/203-4290 x212
jflammia@vdmmail.com

Mark Jacobson
339/203-4290 x 205
mjacobson@vdmmail.com



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IMPORTANT
2008 TAX INFORMATION ENCLOSED

POSTAGE
REQUIRED
POST OFFICE
WILL NOT DELIVER
WITHOUT PROPER
POSTAGE



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VITAL DATA
MANAGEMENT
INC.