**Date: MM/DD/YYYY   
  
(Your recipient's address)   
  
Dear XXXX,**   
  
I would like to contribute (the amount) to your organization in the memory of my (name of the deceased person, you can also mention your relation with him or her). Please find the enclosed check made to the (name of the organization fund) and my credit card information is given below. The letter acknowledging my donation can be sent to the following address:   
  
Name:   
  
Address:   
  
City:   
  
Zip code: