[Letterhead]

[Date]

*[Insert appropriate address/salutation option.]*

This is to notify you that I request acceptance of a gift of [summary of the gift], further defined in **Appendix A**, from [Donor Name(s)] for the purpose of [summary of the use of the gift by the Department/Division/Center/etc.].

The gift has been valued by [the donor(s) **OR** a qualified appraiser] with a market value of [Amount].

The anticipated delivery date is [Date].

The [Department/Division/Center/etc.] accepts responsibility for securing and managing the delivery, installation, and ongoing maintenance of this gift.

It is understood that this gift is the property of The Regents of the University of California, and the business officer of the [Department/Division/Center/etc.] will be responsible for ensuring proper policy is carried out under University of California San Diego guidelines for its sale or disposal, should that occur in the future.

Sincerely,

[Name]

[Title], [Department/Division/Center/etc.]