Organization or individual letterhead

Date

Christopher Lum, Ph.D.

Research Scientist and Faculty Advisor for Design, Build, Fly

University of Washington

William E. Boeing Department of Aeronautics and Astronautics

Box 352250

Seattle, WA 98195-2400

Dear Dr. Lum,

Please accept the attached gift in the amount of $XXXX to support students who are doing outstanding work on the Design, Build, Fly team in the William E. Boeing Department of Aeronautics and Astronautics. [You may wish to include a sentence or two to the effect “examples of such work and research are…”] Graduating excellent students in AA is critical to the continued growth of the aerospace industry in the Pacific Northwest.

Sincerely

Name & title

Please make checks out to: “University of Washington Foundation”

Please mail check and letter to:

Christopher Lum

University of Washington

Room 120 AERB Box 352250

Seattle WA  98195-2400

United States