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Jan. 10, 2020

Whom It May Concern:

This letter is to introduce (*Your Name Here*) who is representing *Airline Ambassadors*, an international non-profit organization of volunteers dedicated to helping children in need. (He/She) is participating on a humanitarian mission to support the (name of project or community) He/She is bringing humanitarian donations of (description of aid ie water filters, solar lights, hygiene items clothing and toys) as gifts for the local community and donating time to brighten the lives of communities in (country).

Airline Ambassadors, founded in 1996, is an official NGO affiliated with the United Nations and have been recognized by the U.S. Congress. Donations to **Airline Ambassadors** are tax deductible pursuant to the IRS Sec. 501(c)(3) and our Tax ID # is 75-2679444. The donations he/she is bringing have no commercial value and are donated for the benefit of the children and families. Thank you for your assistance.

Please extend (him/her) every possible courtesy.

Sincerely,

Manay & Rivard

Nancy Rivard President