

	<p align="center">The Technion - Israel Institute of Technology Procedures</p>	<p>Procedure No.: 15-0105 Effective from: 27.2.2017 Edition: 1</p>
<p align="center">Acceptance and treatment of Donated literature in Technion Libraries</p>		<p>Date of Last Update: Page 1 of 2</p>

Appendix 4 - Wording for a letter of appreciation to a donor – English

להלן דוגמאות למכתבי תודה אפשריים. הנוסחים אינם מחייבים :

Here are examples of appreciation letters. Their wording is not compulsory:

דוגמא א'

Dear Mr./Ms.

We would like to thank you cordially for kindly donating the book titled _____ to our library.

We are certain that the book will be of interest to our library users.

Yours,

דוגמא ב'

Dear Mr./Ms.

Thank you for your book " _____ ".

We appreciate the gift. It will be added to our collection.

Yours,

דוגמא ג'

Dear Mr./Ms.

Thank you for thinking of us and for sending your _____

We are grateful for your donation.



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תגובה

Dear Mr. /Ms.

We would like to thank you cordially for kindly donating to the Nessyahu Historical Archive the following item/s _____.

The item/s have been added to the Archive's collection.

We are grateful and are confident this contribution will be valuable to the collection.

Regards,