

GIFT POLICY, EXHIBIT 2

Prospective Donor Letter

Dear Prospective Donor,

It is with a great deal of appreciation that we recognize your desire to present a gift to the Groton Public Library. We know that such offerings come from an attitude of generosity as well as a sense of commitment to the library and the community of Groton.

The Library Trustees share your sense of commitment and are working hard to meet our responsibilities for the immediate and long-range needs and goals of the library. Therefore, we have created a set of guidelines to consider offers as thoughtful as yours.

We encourage you to refer to the enclosed Gift Policy and Gift Offer Form as you consider the gift you would like to make available to the library. When the Library Trustees receive the information you provide, we will give it the serious consideration it deserves.

Thank you again for your generous offer. It is people like you who help the Groton Public Library excel.

Sincerely,

The Groton Public Library Trustees