



U.S. Department of Justice
[Component Letterhead]

Mr. [Donor]
XYZ Company
1234 Street
Washington, DC 20004

Dear Mr. [Donor]:

Thank you for the [gift], which you gave to [Department official's name and title].

Ms. [name] is subject to federal ethics regulations and may not personally accept a gift that is given to her based on her official position and valued over \$20. The [gift] has been accepted on behalf of the Department of Justice.

Sincerely,

[Ethics Official Name and Title]