

[Your Organization's Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Subject: DHL End Use Letter for Donor Gifts

Dear [Recipient Name],

We are writing to provide detailed information regarding the end use of the donor gifts being shipped via DHL. This letter outlines the intended purpose and beneficiaries of the contributions we have received from our generous donors.

****1. Description of Donor Gifts****

- Item 1: [Description of item, quantity, and value]
- Item 2: [Description of item, quantity, and value]
- Item 3: [Description of item, quantity, and value]

****2. Intended Use****

These items have been generously donated to support [specific project, event, or initiative] aimed at [briefly explain the goal or purpose]. The recipients of these donated gifts will include:

- [Name/Description of beneficiary group or individuals]
- [Additional details about the beneficiaries and their needs]

****3. Shipping Details****

- Shipping Method: DHL
- Shipment Tracking Number: [insert tracking number]
- Expected Delivery Date: [insert date]

****4. Agreement to Terms****

We assure you that these gifts will be used solely for the purposes outlined above and in compliance with all applicable laws and regulations.

Thank you for your ongoing support in facilitating the shipment of these vital donations. If you require any further information or documentation, please do not hesitate to contact us at [your contact information].

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]

[Your Organization's Tax ID]

[Optional: Enclosures or Attachments]