

SAMPLE LETTER OF INCLUSION

CLUB NAME (Exactly as it appears on charter or legal document), Dist. Number

EIN NUMBER XX-XXXXXXX

CLUB PRESIDENT (First name, middle initial, last name)

ADDRESS

DATE

Lena R. Bateman, LGCF Treasurer

199 Weecama Road

Ferriday, Louisiana 71334-4510

Dear Lena,

BLANK Garden Club, a federated member of the Louisiana Garden Club Federation, Inc. (LGCF), wishes to be included in the LGCF group exemption tax status 501(c) (3) as authorized by the president and all members of this club.

The EIN (employer identification number) of the BLANK Garden Club is: xx-xxxxxxx. The mailing address, for BLANK Garden Club is: (also include actual address if post office box is used.) The By-Laws and Articles of Association of BLANK Garden Club are attached. (If your club has been incorporated, also include the Articles of Incorporation)

The BLANK Garden Club has not previously obtained an exempt IRS status. This garden club is not a private foundation or school.

Sincerely,

CLUB PRESIDENT'S NAME, President

BLANK Garden Club

PRESIDENT'S PHONE NUMBER

PRESIDENT'S EMAIL