



We greatly appreciate the time, effort, and expense you have donated to WPA. Our success is largely due to the generosity of our donors and volunteers. Please use this form if you would like to request a letter acknowledging your in-kind donation for tax purposes or a reimbursement check.

Please check:     Reimbursement for out-of-pocket expenses  
                   Donation Letter

Please provide the following information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Expense for what activity? \_\_\_\_\_

Purchased from: \_\_\_\_\_

\_\_\_\_\_

Date of purchase: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

**To insure timely reimbursement, please submit your request as quickly as possible after the event.**

Attach receipt(s) to this form and mail to:

Linda Andary  
Wintergreen Performing Arts  
P.O. Box 816  
Nellysford, VA 22958