



PBS SUSTAINER LEARNING CENTER
SAMPLE FULFILLMENT LETTERS



7140 SW Macadam Avenue
Portland, OR 97219



per our conversation ...

A large, empty rounded rectangular box intended for a signature or stamp.



[DATE]



Dear [SALUTATION]:

Thank you for your commitment of [GIFTDOLLAR] to support OPB!

As a member of OPB's Sustaining Circle, you have already shown tremendous support for the station, and for this we are truly grateful. Your additional gift is a further demonstration of your commitment to OPB, and we want you to know how much we appreciate your generosity. Your support makes it possible for OPB to continue airing the smart and engaging programs you love, like *Morning Edition*, *All Things Considered* and *The NewsHour*.

Listeners and viewers depend on OPB for their favorite programs — including *MASTERPIECE*, *Weekend Edition*, *NOVA*, *Wait Wait... Don't Tell Me!* and so many more. With the support of Sustaining Circle members like you, OPB takes you to so many places near and far... introduces you to people with intriguing ideas and opinions... and brings you trusted news and information. That's what public broadcasting is all about. That's why your support today is so critical.

From the cities to the farmlands, from the high desert to the coast, OPB is truly a community effort — and that includes special programs like *Oregon Field Guide* and *Oregon Art Beat*. Your support will help to ensure that OPB remains a vital part of what makes our region such a special place to live.

Please take a moment now to follow up on your gift by filling out the slip below and returning it with your payment in the enclosed envelope. Thank you again for your generosity and commitment to OPB!

Sincerely,

Anne Ibach
Membership Director and OPB Sustaining Circle Member

PS – Please complete your phone gift today by filling out the slip below and using the enclosed envelope.

See reverse side.



Thank you for your commitment of [GIFTDOLLAR] by phone on [PLEDGEDATE] to support OPB. Please complete this form and return it with your payment in the envelope provided.

Check* MasterCard Visa
 AMEX Discover

Card Number: _____

Exp. Date: _____

Name of Cardholder: _____

E-Mail Address: _____

[SOURCE] [MATCHCODE] [SOURCECODE]

[NAME]
[ADD1]
[ADD2]
[ADD3]
[CITY], [STATE] [ZIP]

*Please make check payable to "OPB"

Thank you!





[DATE]

Dear [SALUTATION]:

When you spoke with our telephone representative on [PLEDGEDATE], you were kind enough to make a gift of [GIFTDOLLAR] to support OPB.

We haven't heard from you, so I am sending this letter as a friendly reminder to let you know that we are still counting on your support. If this letter and your gift have crossed in the mail, please consider this note an additional expression of our gratitude.

We are asking you to send in your payment today to fulfill your phone gift for the same reason you already support OPB as a monthly Sustaining Circle member: because you value informed, entertaining and thought-provoking radio and television that keeps you connected to our community and our world.

Your gift was very generous and we are truly grateful. It also fills us with optimism to know that we can count on you to give above and beyond what you have already committed to give on a monthly basis. Please send your payment today. Your prompt payment will save us the cost of additional reminder letters and allow us to put your gift to work immediately.

Thank you again for your generosity and commitment to OPB!

Sincerely,

Anne Ibach
Membership Director and OPB Sustaining Circle Member

PS – Please send in your phone payment today so OPB can continue to provide great programs like *Masterpiece*, *This American Life* and *Frontline* for everyone in our community.

See reverse side.



Thank you for your commitment of [GIFTDOLLAR] to support OPB by phone on [PLEDGEDATE]. Please complete this form and return it with your payment in the envelope provided

Check* MasterCard Visa
 AMEX Discover

Card Number: _____

Exp. Date: _____

Name of Cardholder: _____

E-Mail Address: _____

[SOURCE] [MATCHCODE] [SOURCECODE]

[NAME]
[ADD1]
[ADD2]
[ADD3]
[CITY], [STATE] [ZIP]

**Please make check payable to "OPB"*

Thank you!





[DATE]

Dear [SALUTATION]:

Thank you again for your interest in OPB! When you spoke with our representative on [PLEDGEDATE], you generously agreed to make a gift of [GIFTDOLLAR] to support our programming, but as of today, we still have not heard from you. We understand how busy life can be, so we are sending this letter as another friendly reminder to let you know how much we're counting on your contribution.

Your support as Sustaining Circle member means so much to us, and your recent commitment to make an additional gift is a further demonstration of your loyalty to OPB. Generous members like you make it possible for OPB to bring provocative ideas to life, to tackle the issues that matter, and to expand your perspective on the world in which we live. There is only one reason that radio and television this smart, this engaging, and this surprising has a place on the air, and the reason is YOU.

Each year, program costs at OPB add up to millions of dollars, and all of it is funded one donation at a time. Without you, our community would not have access to exceptional programs like *Morning Edition*, *Oregon Field Guide* or *All Things Considered*.

If you have not yet sent your gift, we kindly ask that you do so today. Thank you once again for agreeing to an additional gift to support OPB!

Sincerely,

Anne Ibach
Membership Director and OPB Sustaining Circle Member

PS – Please support your favorite OPB programs by completing your phone contribution today.

See reverse side.



Thank you for your commitment of [GIFTDOLLAR] to support OPB by phone on [PLEDGEDATE]. Please complete this form and return it with your payment in the envelope provided

- Check* MasterCard Visa
- AMEX Discover

Card Number: _____

Exp. Date: _____

Name of Cardholder: _____

E-Mail Address: _____

[SOURCE] [MATCHCODE] [SOURCECODE]

[NAME]
[ADD1]
[ADD2]
[ADD3]
[CITY], [STATE] [ZIP]

**Please make check payable to "OPB"*

Thank you!



Thank you for supporting the programs you love on OPB!

On OPB Radio

Morning Edition
All Things Considered
A Prairie Home Companion
The Takeaway
Marketplace
Fresh Air
Travel with Rick Steves
BBC Newshour
Wait Wait...Don't Tell Me!
This American Life
Weekend Edition
The World
Splendid Table
The Moth Radio Hour
Here and Now
Radiolab
Think Out Loud
Q with Jian Ghomeshi
On The Media

On OPB Television

Masterpiece
NOVA
Globe Trekker
Antiques Roadshow
Sesame Street
FRONTLINE
Great Performances
Oregon Field Guide
Clifford The Big Red Dog
American Masters
Moyers & Company
Mystery!
British Comedies
History Detectives
Washington Week
Nature
The NewsHour
American Experience
Oregon Art Beat

A Notice of Solicitation required by law is on file with the Washington Secretary of State. You may obtain additional financial disclosure information by contacting the Secretary of State at 1-800-332-GIVE.

Double your impact!

If you work for, or are retired from, a company that matches the charitable contributions of its employees, your gift to OPB is twice as valuable. Ask your human resources office for a Matching Gift form, fill it out and mail the form to: OPB Membership, 7140 SW Macadam Avenue, Portland, OR 97219; visit opb.org/match for more information.

Your donation is deductible to the extent allowed by law.