

July 12, 2013

«Letter\_Address\_Block»

Dear «Letter\_Salutation»:

The Lynde and Harry Bradley Foundation is a private foundation subject to U.S. Internal Revenue Code regulations. These regulations require that grant expenditure documentation be obtained from certain grantees.

Earlier this year the Bradley Foundation contacted you requesting expenditure information about a grant of «Request\_Grant\_Amount» «Request\_Project\_Title». However, your response has not yet been received. In light of the global distance between our organizations, it is possible that our correspondence did not reach you or your correspondence did not reach us.

At this time I again ask for your assistance in completing the attached grant expenditure report. Please indicate the amount of the grant expended through June 30, 2013 and include an expenditure statement and any other pertinent financial information as requested in the section entitled "use of grant." In addition, please include information regarding the progress made toward the goals of the grant and be sure to sign the form.

This information is needed as soon as is practicable to complete our records for this grant. Thank you in advance for your continued cooperation. Please feel free to contact me or Yvonne Engel at 414-291-9915 if you have any questions.

Sincerely,

Cynthia K. Friauf

CKF/ye

Enclosures

Grant ID #«Request\_ID»