<<DATE>>

Dear [Salutation Name]:

Thank you for your pledge of <$0.00> to the <areaofdesignation> which you made on <date>. Gifts from loyal friends like you provide vital support that helps UC Davis fulfill its land-grant mission to improve the world through excellent teaching, innovative research, and impactful public service.

Our records indicate that we have not received your most recently scheduled pledge payment. While this will be the last reminder we send you, we certainly hope you will finalize your gift to UC Davis so that you can help advance one of the top 10 public universities in the U.S. and make a tremendous difference in the lives of many people throughout the university, California and the world.

Your prompt reply is important as it puts your gift to work right away for the area you requested. If you have any questions regarding your gift or you believe that our records are in error, please do not hesitate to contact <Relationship Manager> at <RM number>, or e‐mail at < devofficer@ucdavis.edu>. Similarly, if your personal financial situation has changed and you are unable to fulfill all or any of your pledge, please contact me. We can modify your gift and make changes as necessary.

Once again, thank you for your pledge and we look forward to putting your gift to work.

Sincerely,

Jessica S. Macaluso

Executive Director, Advancement Services