



10/10/20

Dear Mr. [Name],

I am writing to you regarding the [Topic] that we discussed in our meeting. I am pleased to hear that you are interested in [Topic] and would like to explore the possibilities of [Topic]. I am sure that our [Topic] will be of great benefit to you and your organization. I am looking forward to hearing from you soon.

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endowment earnings are just returning to their pre-recession totals having lost 20-30% of their value during the 2008-2009 years. As a result, particularly for institutions with predominantly tuition based budgets, there is simply less money