

Appendix C

(To be put on RO letterhead)

Thank you for your interest in donating items for our loan program. Items which are donated to the loan program will be loaned to individuals with developmental disabilities in the _____ Regional Office area. Only items that pass a quality checklist will be accepted.

Enclosed, please find the Quality Checklist/Description form for your use. This checklist/description form must be returned to us with the equipment.

If you have any question or need further information, please contact me at _____ (*RO phone number*).

Sincerely,

Regional Office Representative