Instructions for one-time donation to UC San Diego Health Sciences Office of Faculty Affairs

Thank you for your interest in supporting the Health Sciences Office of Faculty Affairs at UC San Diego!

To donate to support the programs and initiatives of the Office, please follow the instructions below.

1. Please complete the template letter using the example on page 2 with your own letterhead and please include your mailing address.

2. Make check payable to “UC Regents” for your donation amount.

3. Send completed donation letter and check to:

Health Sciences Office of Faculty Affairs

Attn: Ginger Hazen

UC San Diego

9500 Gilman Drive

Mail Code 0611

La Jolla, CA 92093-0611

4. Once the check is received and processed, please be on the lookout for a letter from UC San Diego acknowledging your gift with gift receipt enclosed.

If you have any questions, please contact the Office at [hsfacaffairs@health.ucsd.edu](mailto:hsfacaffairs@health.ucsd.edu).

Thank you for your support!

Donor letterhead with street address

DATE

RE: Charitable Donation to Health Sciences Office of Faculty Affairs

Dear Health Sciences Office of Faculty Affairs,

[Name of entity/donor] wishes to make a gift to provide support to the **Health Sciences Office of Faculty Affairs** at the University of California (UC) San Diego. The funds are expendable at your discretion for the purpose of supporting the effective, evidence-based programming and initiatives to enhance the success, recruitment, and retention of an engaged, diverse, and inclusive faculty provided by the office.

I understand that UC San Diego will provide [Name of entity/donor] with a gift receipt and letter acknowledging this gift, in accordance with IRS charitable donation regulations.

Sincerely,

[Name of entity/donor]