

7.5 SUBMITTING AND SENDING A LETTER OF THANKS TO THE DONOR

You can send a letter of thanks for the material donated (with one gift list) to the donor. The sending method and language of the letter of thanks are specified for the donor. Print the letter of thanks in the selected language or send it to the donor's e-mail address.

Procedure

1. In the **Gift list** class, find and select the list.
2. Select the **Object / Submit and send letter of thanks** method.

The **Overview and sending of created report** window will open, from where you can send the letter of thanks to the specified or changed destinations. In the *Basic Guidelines COBISS3 User Manual* you can find out how to send a report (see chapter 4.5).