

19 December 2014

Mr A Minter
1 Vicarage Wood Way
Tilehurst
Reading
Berkshire
RG31 6ZX

Dear Alec,

I'm writing to thank you very much for your recent donation of £732.24, I'm so grateful for your continuing support of our work. Through our projects we helped bring smiles to thousands of faces last year. But there's still so much work to be done.

There are thousands of children born with a cleft lip and/or cleft palate every year, and gifts like yours ensure we can help as many of them as possible so they can live a full and happy life.

I would also like to take this opportunity to introduce myself. I have recently taken over for Alex Talbot as the executive director of Operation Smile UK. It will be hard to replace Alex, as she had over 7 great years with the organisation and helped it grow to where it is today. I look forward to working with you in the future and if you would like to reach out to me personally you can send me an email at scott.snyder@operationsmile.org.

We are currently revamping our corporate partnership page on our website and will have something put together soon after the New Year. Once we have the levels of sponsorship worked out, we will reach out and let you know how you can be featured, as you have been a great and valued supporter. Your annual pledge of 1% of your profits is extremely important to us and we will surely acknowledge that publicly.

On behalf of everyone at Operation Smile UK thank you once again for your support and generosity.

Without the help of people like you we simply wouldn't be able to carry out our vital work.

Yours sincerely



Scott Snyder
Executive Director

1. The first part of the report is a general introduction to the subject of the study. It discusses the importance of the study and the objectives of the research.

2. The second part of the report is a detailed description of the methodology used in the study. It includes information about the sample size, the data collection methods, and the statistical analysis techniques.

3. The third part of the report is a discussion of the results of the study. It presents the findings of the research and compares them with the previous studies in the field. It also discusses the limitations of the study and the implications of the findings.

4. The fourth part of the report is a conclusion and a summary of the findings. It reiterates the main points of the study and provides a final statement on the significance of the research.

5. The fifth part of the report is a list of references. It includes all the sources of information used in the study, such as books, articles, and websites.

6. The sixth part of the report is a list of appendices. It includes any additional information that is relevant to the study, such as raw data, questionnaires, and interview transcripts.

7. The seventh part of the report is a list of figures and tables. It includes any visual representations of the data, such as graphs, charts, and tables.

8. The eighth part of the report is a list of footnotes. It includes any additional information that is not included in the main text of the report.

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