

From: Gleason, Heather
Sent: Tuesday, December 22, 2015 3:39 PM
To: Berlin, Steve
Subject: Notification on gift donation

Dear Steve: On the advice of your wonderful staff, I'm attaching a notification of a gift card donation to the Greater Chicago Food Depository in the amount of \$200. I received the gift card in goodbye card at my going away party, but didn't open the card until several days later and realized that a gift card was enclosed. After a discussion with Anna on your staff, I decided to donate the card to the food depository. The attached letter is what I am enclosing with the gift card and I will put it in the mail this evening to their office.

Many thanks to you and all of your staff for your diligent work on behalf of the City.

Heather Gleason
Assistant Commissioner
Department of Planning and Development

December 22, 2015

Greater Chicago Food Depository
4100 W. Ann Lurie Place
Chicago, Illinois 60632

Dear Greater Chicago Food Depository:

Please find enclosed a gift card for \$200. I received the gift card from a colleague, but would like to donate it to your organization for use in all of your good work helping our fellow Chicagoans who struggle with hunger. Happy Holidays and a Happy New Year!

Sincerely,

A handwritten signature in cursive script that reads "Heather Gleason". The signature is written in black ink and is positioned to the right of the word "Sincerely,".

Heather Gleason
6722 N. Dowagiac
Chicago, IL 60646