



January 21, 2002

Development Director
AMERICAN ZHU KEZHEN EDUCATION FOUND
11200 Fellows Creek Dr.
Plymouth, MI 48170 US - United States

Dear Development Director:

We are very pleased to announce that your organization received a pledge through the 2001/2002 Microsoft Giving Campaign. The Microsoft Giving Campaign is an annual event designed to create awareness for non-profit organizations while encouraging employees to make a pledge to the charities of their choice. In the 2001-2002 campaign, Microsoft employees pledged over \$14.8 million to non-profits nationwide. Microsoft Corporation matches most employee gifts to charitable organizations up to \$12,000 annually; all matching gift amounts are dictated by Microsoft policies and donor choice; based on these parameters, there is not always a one-to-one relationship between the employee donation and the company match. Also, please note that due to unforeseen circumstances, not all pledges are always paid in full due to change in personal or employment status, so please plan accordingly.

On the following page(s) you will find a list of donors who have made a pledge to your organization through the 01/02 annual Microsoft Giving Campaign. The accompanying list includes donor name(s), address (if available), gift type, pledge amount, Microsoft match, administrative fee charged by our fiscal agent, United Way of King County, (up to 5.0% of the pledge and up to 5.0% of the matching funds) and net amount of payment due your organization. If applicable, also included is further information or instructions from the donor regarding each gift. We request that you follow all donor instructions. We also request that you acknowledge donors, for whom an address is provided, at your earliest convenience.

All one-time cash gifts that have been paid by the donor, prior to Dec 31, 2001, will be distributed at the end of January along with the Microsoft Match. All stock gifts are distributed within 30 days of receipt of payment by the donor. The associated matching gift will be paid at the end of January for stock transfers that occur prior to Dec 31, 2001 and on a quarterly basis for stock transfers that occur after Dec 31, 2001.

All payroll pledges are paid quarterly based on period-to-date withholding. The 01/02 payroll pledges and corresponding matching gifts will be paid starting in April 2002. All payments are paid on a check from United Way of King County, the Giving Campaign's fiscal agent. If you have any questions, please email Give@Easymatch.com or call (800) 480-4438.

Sincerely,

Microsoft Giving Campaign

**Microsoft Giving Campaign 2001/2002
AMERICAN ZHU KEZHEN EDUCATION FOUND**

<u>Donor Name</u>	<u>Gift Type</u>	<u>Pledge Amount</u>	<u>Microsoft Amount</u>	<u>Net Amt. Due</u>	<u>Comments</u>
Anonymous Donor(s)	Payroll I Time	\$80.00	\$80.00	\$152.00	
Yu, Dong 12429 107th Pl NE, Kirkland, WA 98034	Payroll I Time	\$200.00	\$200.00	\$380.00	
Yue, Feng 912 243RD PL SE, Sammamish, WA 98075	Payroll Pledge	\$360.00	\$360.00	\$684.00	Also from: Yue, Jie
Number of Pledges: 3		\$640.00	\$640.00	\$1,216.00	