**USE COLLEGE’S LETTERHEAD**

[FILL IN DATE], 2016

[FILL IN VENDOR NAME]
[VENDOR ADDRESS]
[VENDOR ADDRESS]
[CITY, STATE]

Re: Gifts to CUNY Employees

Dear [FILLIN NAME],

This is in response to the gift of [FILL IN ITEM] that you sent to [FILL IN NAME OF PERSON, DEPARTMENT, and COLLEGE]. We thank you for your thoughtfulness but wish to caution and advise you that we cannot accept the gift and are returning it to you.

As public officers, City University of New York (“CUNY”) employees perform their official duties consistent with the requirements of the New York State Public Officers Law. As such, CUNY employees cannot accept any gift, no matter what the value, from a current vendor and/or a company seeking to do business with CUNY.

You may find additional information regarding this issue at the New York State Joint Commission on Public Ethics Website:  [www.jcope.ny.gov/training/library.html](http://www.jcope.ny.gov/training/library.html)

We are sorry for any inconvenience this may cause you and thank you for your attention to this matter.

 Very truly yours,

[FILL IN NAME AND TITLE]

cc: Jane Sovern, Esq.

Interim General Counsel and Senior Vice Chancellor for Legal Affairs
Office of the General Counsel and Vice Chancellor Legal Affairs
The City University of New York