

[COMPANY letterhead]

SAMPLE DONATION ACKNOWLEDGMENT LETTER

[date]

[name of donor]
[address of donor]

Dear [name]:

Thank you for your contribution received on [date] of [amount of cash contribution or description of property]. *[Note: if this is a gift of property, do not value the property].* [Then insert one of the following statements:]

[if no goods or services were provided in return for charitable contribution, then:] “Your contribution is tax-deductible to the extent allowed by federal law.”

OR

[if goods or services (e.g., ticket to a dinner), then:] “We estimate that the fair market value of the [goods or services] you have received is \$[FMV]. The amount of your contribution that is deductible as a charitable contribution for federal income-tax purposes is \$[deductible amount] (the excess of the amount of your contribution over the value of the goods or services we provided to you).”

[In addition, any written solicitation, and any confirmation, receipt, or reminder of a pledged amount, shall conspicuously state the following verbatim: “A financial statement of the charitable organization disclosing assets, liabilities, fund balances, revenue, and expenses for the preceding fiscal year will be provided to any person upon request.”]

[anything else you want to add re: importance of the gift]

[signature]
[title]
[EIN of organization]