

Sample Donor Acknowledgement Letter

(Your Group's Name Here)

Street Address

City, State, Zip

Date

Donor Name

Donor Address

Donor City, State, ZIP

Dear _____,

Thank you for your contribution of _____. (If contribution is property rather than cash, a detailed description appears below.)

Please keep this written acknowledgment of your donation for your tax records. The IRS will not accept your canceled check as proof of any donation of \$250 or more. Tax law also requires us to estimate the value of goods or services, if any, that have been rendered to you in return for your contribution, and to remind you that your contribution is deductible only to the extent that it exceeds what we have provided. Thank you for your continuing support for our important work in this field!

Very truly yours,

Name of Letter Writer

Description of donated property: _____

(It is the responsibility of the donor to determine fair market value for donated items.)

Estimate of the value of goods or services provided in return:

No goods or services were provided.

No estimate is provided because the payment was less than \$75