

[NAME] PTA
every child. one voice.

[DATE]

[NAME]
[STREET]
[CITY, STATE, ZIP]

Dear [TITLE] [LAST NAME]:

Thank you for your donation of \$XXX.XX to [NAME] PTA, Inc. as a charitable contribution on [DEPOSIT DATE]. Your donation helps us continue our mission, "To make every child's potential a reality by engaging and empowering families and communities to advocate for all children."

We have provided you with goods or services in exchange for this contribution. Our estimate of the fair market value of these goods or services is \$XXX.XX. This means the net amount of your contribution, which may be a charitable contribution for federal income tax purposes is \$XXX.XX.

We are required by law to provide this information to you. The charitable deduction is limited to the excess, if any, of your contribution over the face value of the goods or services provided to you.

Please retain this document for your records. It is an important document necessary for any available federal income tax deduction for this contribution.

Sincerely,

[NAME]
[PRESIDENT OR TREASURER], [NAME] PTA