

[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 not provided you with any goods or services in exchange for this contribution.

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