

(Logo Here)

(Date of letter)

(Insert donor name here),

Thank you for your generous donation. The donation you provided us, enabled (state here what you did with the money, like feed 500 people, or something.) Please save this letter as it will serve as your tax receipt.

We greatly appreciate your continued support and generosity which empower us to invest and serve in our local community.

Sincerely,

(Original signature here)

(Name of Head of Organization)

\_\_\_\_\_  
(write name of business or person here)

Donated

\$ \_\_\_\_\_

(insert the amount here)

on

\_\_\_\_\_  
(date of donation)

(choose one of the following three statements)

No goods or services were exchanged for this donation.

*Or*

A good faith estimate of the value of the services provided by (insert name of organization here) is valued at \$\_\_\_\_\_. These services were provided in exchange for the donation.

*Or*

The services (insert name of organization here) provided to (insert name of donor here) are intangible in nature. They consisted of (list here. This is for things like prayer, a referral or something that cannot be seen or touched and has no earthly value.)

Thank you again for your investment in the community.

(insert EIN Number and address of organization here)