

[Your Name]
[Organization's Name]
[Street Address]
[City, St Zip]
[Optional – Email Address]

[Today's Date]

[Name of Recipient]
[Address]
[City, St Zip]

Dear [Name of Recipient],

Thank you so much for your very generous donation of \$[amount] to [Your Organization] received on [Date].

[Briefly mention your organization and tie it back into the specific event or request that resulted in the donation.]

[Provide some personal details about how the donor's gift will be used or their specific role in reaching your organization's goals.]

[Close with another round of thanks and reference future needs or requests.]

Respectfully, [or With Kind Regards,]

[Signature]

[Typed Name]
[Title]

DONATION RECEIPT – Keep for your records

Organization: [Organization's Name]
Date Received: [Date Received]
Cash Contribution: [Dollar Amount]
Item Contribution: [Describe the items donated, or delete this line]

No goods or services were provided in exchange for your contribution.

{ If you provided goods or services in exchange for the contribution, see IRS publication 1771 to determine if you should include the following two paragraphs instead of the above sentence. }

In exchange for your contribution, we gave you [describe the gift, item, or service] with an estimated fair market value of \$[amount].

Note: The amount of the contribution that is deductible for federal income tax purposes is limited to the excess of money (and the fair market value of property other than money) contributed over the value of goods or services provided by the organization.