

SAMPLE DONOR ACKNOWLEDGEMENT LETTER

Note: For the letter to be used by the donor for tax purposes, it must contain the information in bold. All donations should be acknowledged, but contributions of \$250 or more must be acknowledged with a letter in order for the donor to claim a tax deduction.

Date

Donor's Full Name
Address
City, State Zip

Dear _____:

On behalf of the (Chapter Name), thank you for your contribution of \$**xxx**. A total of \$x,xxx.xx was raised through our direct donation program. These monies will directly benefit students at (Chapter Name).

We sincerely appreciate your continuing support of (Chapter Name).

Sincerely,

Name
Treasurer
(Chapter Name)

The (Chapter Name), a Chapter of the Douglas County Educational Foundation, is tax exempt under IRS Code 501(c)(3) and your contribution is tax deductible within the limits of the law. The DCEF's Tax ID Number is 84-1165175. No goods or services were given in exchange for this contribution.

The footnote statement "No goods or services were given in exchange for this contribution." does not apply if the donor purchased or received something with a calculated value, for example, an item at a silent auction. In those instances, the body of the letter should include detailed information on the amount of the contribution that is tax deductible. For example:

Thank you for your contribution of \$1000, made at the Silent Auction held on March 1, 2013. Of your contribution, \$750 is tax deductible as the item you purchased has a value of \$250.

This also holds true for the purchase of tickets to an event. If tickets are \$100 per couple and the event costs \$75 per couple to produce, the amount of the ticket price that is tax deductible is only \$25. Please make sure your ticket order forms or registration information reflects this so that attendees can claim the appropriate tax deduction.