**Sample Acknowledgement Letter/Donation Receipt**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PTA

Street Address

City, State, Zip

EIN # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

Donor Name

Donor Address

Donor City, State, Zip

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Thank you for your contribution of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. (If contribution is property rather than cash, a detailed description appears below.)

Please keep this written acknowledgement of your donation for your tax records. The IRS will no longer accept your canceled check as proof of any donation of $250 or more. Changes in tax law also require us to estimate the value of goods or services, if any, that have been rendered to you in return for your contribution, and to remind you that your contribution will be deductible only to the extent that it exceeds what we have provided.

Thank you for your continuing support of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PTA.

Very truly yours,

Name of letter writer

Description of donated property:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(It is the responsibility of the donor to determine the fair market value of donated items.)

Estimated of the value of goods or services provided in return: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ No goods or services were provided in return for the contribution.

\_\_\_ No estimate is provided because the payment was less than $75.