**SAMPLE DONOR RECEIPT   
Remove “sample” from title before distributing.**

**[NAME OF ORGANIZATION]**

[DATE]

[DONOR NAME]

[COMPANY]

[STREET ADDRESS]

[CITY], [STATE] [ZIP]

[EIN]

Dear [DONOR NAME],

Thank you for supporting [NAME OF ORGANIZATION]. Your generosity is greatly appreciated and will go a long way to support the [ACTIVITY — e.g., band, football team, cheer squad, etc.].

**Select and insert only one option below as best applies to the situation.**

**OPTION 1 (fully deductible contribution)**

We appreciate your donation of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The [NAME OF ORGANIZATION] is recognized by the Internal Revenue Service as a 501(c)(3) organization. As a result, your donation is fully tax-deductible to the extent provided by law and based on your tax situation. No goods or services were received in exchange for your donation.

**OPTION 2 (partially deductible contribution)**

We appreciate your donation of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. We are happy to provide you with [GIFT — e.g., VIP seats to home football games] in appreciation for your contribution. The value of this gift is $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The [NAME OF ORGANIZATION] is recognized by the Internal Revenue Service as a 501(c)(3) organization. As a result, your donation, less the value of the gift ($\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_), is tax-deductible to the extent provided by law and based on your tax situation.

**OPTION 3 (in-kind contribution)**

We appreciate your donation of [DESCRIPTION OF IN-KIND ITEM — e.g., hand-held vacuum cleaner] for our upcoming [EVENT — e.g., silent auction]. The [NAME OF ORGANIZATION] is recognized by the Internal Revenue Service as a 501(c)(3) organization. IRS rules provide that in-kind donations that are sold by a tax-exempt organization at a fundraiser are tax-deductible to the extent of your cost basis in the item. Items are tax-deductible at full fair market value only if the item is used by the tax-exempt organization to further its mission and activities in a way other than to raise funds.

**Include closing for all options.**

Thank you again for your donation!

Sincerely,

[NAME OF CONTACT PERSON]

[CONTACT INFORMATION]