

Sample Acknowledgement Letter – Cash Donation

ORGANIZATION
ADDRESS
CITY STATE ZIP

DATE

NAME
ADDRESS
CITY STATE ZIP

Dear NAME:

On behalf of ORGANIZATION (the “Islamic Center”), thank you for your cash contribution of \$XXX in 2012. The Islamic Center is [insert information about organization/mission]. This Islamic Center can only fulfill its mission by receiving support from [information about donor base] — that includes you. Your support goes a long way in helping us to achieve these goals.

The Islamic Center is a 501(c)(3) tax-exempt organization as recognized by the Internal Revenue Service. No goods or services, in whole or in part, were received in exchange for this contribution; therefore, the full value of your contribution is deductible for income tax purposes. This letter is provided by the Islamic Center in order to express our gratitude and to comply with the rules and regulations promulgated by the Internal Revenue Service. Please retain this letter with your tax records.

For more information about our organization, please visit our website at [insert website]. Once again, thank you for your support of our Islamic Center that has enriched so many people over the years. Please know that your continued support is very much appreciated by your friends at the Islamic Center.

With warmest thanks,

NAME
President, ORGANIZATION