

## Acknowledgement Letter Sample (Property)

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Charitable Educational Organization  
Street Address  
City, State, Zip  
Phone Number, Fax Number

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. Starting January 1, 1994, 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 is deductible only to the extent that it exceeds what we have provided.

Thank you for your continuing support for our important work in this field!

Very truly yours,

Name of letter writer

Description of donated property:

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

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

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☐ No goods or services were provided

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

## Acknowledgement Letter Sample (Capital Campaign Receipt)

Date \_\_\_\_\_

Donor Name  
Donor Address  
City, State Zip

Dear \_\_\_\_\_:

Thank you very much for your recent gift to the \_\_\_\_\_ Capital Campaign.

We are now just over our \$\_\_\_\_\_ goal and expect to begin construction this month. Your generous gift moves us closer to making this dream of \_\_\_\_\_ come true.

Again, thank you for your support.

Sincerely,

Name  
Executive Director

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### \_\_\_\_\_ **Capital Campaign Receipt**

(This donor did not receive goods or services in return for this gift. It is fully tax deductible to the extent allowed by law.)

Gift type:

Gift amount:

Gift date:

To honor or remember:

Matching gift company: