

SAMPLE DONATION THANK YOU LETTER



Date

Name

Company/Business Name

Address

City, State Zip Code

Dear **Name**,

On behalf of the Colorado Combined Campaign (CCC), thank you for your donation to **the letter writer's organization's** 2016 fundraising effort! Your contribution will go a long way toward helping us encourage new and returning donors, and increase the total amount of contributions. Both of these significantly impact Colorado nonprofits and the communities they serve.

The CCC provides state government employees an opportunity to donate to more than 600 participating nonprofits that directly benefit Coloradans. Since its inception in 1988, the CCC has raised nearly \$32 million for worthwhile causes and groups. Thanks to you and your donation, we look forward to continuing this strong tradition of charitable giving among Colorado state employees.

Again thank you for your generous donation of:

- **Item name and/or description**

This letter serves as your receipt for tax purposes. The CCC (Tax ID: 74-2401941) is a nonprofit 501(c)(3) tax-exempt organization, recognized as such by the IRS. Please consult with your advisors to determine personal and/or business tax implications.

Thank you for choosing us as your partner in charitable giving and helping us create a better Colorado.

Sincerely yours,

Letter writer's name

Letter writer's department, agency, college or university

Note to letter writer: a customizable version of this letter can be found at: www.coloradocombinedcampaign.org/campaign-resources.

State Employees Giving. Caring. Sharing.