



Batts Morrison
Wales & Lee

CERTIFIED PUBLIC ACCOUNTANTS

Sample Acknowledgment – Cash Contribution (no quid pro quo)

XYZ Charity, Inc.
123 Elm Street
Orlando, Florida 32801

DATE

Top Cement Company
567 Tree Lane
Orlando, Florida 32801

Dear _____:

Thank you so much for your generous contribution of \$_____ in connection with our Building Program. This letter will serve as a formal acknowledgment for federal tax purposes that you made this gift on [Date]. You received no goods or services in exchange for this gift. Thank you again for your generous support.

Sincerely,

Mary E. Post
President

This sample document is provided for general information purposes. It does not constitute professional advice. It is a generic document that is not specifically designed for your organization. We have provided it as a matter of professional courtesy for you to consider, together with your legal counsel, as you determine policies and/or provisions of your governing documents that are appropriate for your organization. In establishing your organization's policies or provisions of your governing documents, you should consider, together with your legal counsel, your unique operational, financial and legal circumstances.

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