



Batts Morrison
Wales & Lee

CERTIFIED PUBLIC ACCOUNTANTS

Sample Acknowledgment for Quid Pro Quo Contributions

Charity Golf Tournament

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

DATE

Mr. David Jones
567 Tree Lane
Orlando, Florida 32801

Dear Mr. Jones:

Thank you so much for your participation in the 20XX _____ Golf Tournament. This letter will serve as a formal acknowledgment for federal tax purposes that you made a gift of \$ _____ on Date . You received goods and services in exchange for this gift valued at \$ _____. *[A description of the goods and services should also be included. Example of description would be: These goods and services included an 18-hole round of golf with a cart, six golf balls, and a golf shirt.]* Federal tax law permits you to deduct as a charitable contribution only the excess (if any) of your gift over the value of items you received in exchange. 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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