SAMPLE ACKNOWLEDGEMENT LETTER

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November 15, 2010

Mr. John Smith
1537 Paper Street
Cleveland, OH

Find out how your donor likes to be addressed.

Key information to include: gift amount, date received, and gift designation by the donor.

Dear Mr. Smith,

Thank you for making a charitable contribution to the Louisburg Library. Your gift of $250.00, received on 10/16/2010, will be used to support the Louisburg Library 2010 Annual Fund. With this contribution, we are pleased to recognize you as a Champion level supporter.

Founded in 1943, the Louisburg Library has been serving Stevens County for over 65 years. Libraries have ever growing impact in their communities as a source of information access, employment searches, and activity centers. Your contribution to our Annual Fund helps us apply your gift where it is needed the most. Contributions to the Annual Fund help us further our collections materials, increase afterschool programs, update computers/furniture, maintain the library, and much more.

Thank you again for your generous contribution to the Louisburg Library. Supporters like you help us bring much needed library services to our community.

With appreciation,

Add signature here

Explain how this gift is helping the library.

Michael Rowengartner
Director

The Louisburg Library is a not-for-profit institution, classified as tax-exempt under section 501(c)(3) of the Internal Revenue Code. Contributions may be deductible to the extent permitted by applicable laws. Please consult your attorney or tax advisor for details. Our federal tax identification number is 12-3456789.

Specify that the contribution was a tax deductible gift. Generally, language like "tax deductible to the extent permitted by law" or "no goods or services were provided in exchange for this gift" suffices.

If the donor receives a significant thank-you gift in return, the monetary value of the thank-you gift needs to be stated as it may impact the total amount that can be deducted.