

# DONATION LETTER FOR TAX PURPOSES

Recipient Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

**Donor Information:**

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

**Donation Details:**

Description of Donated Property or Services:

This is to certify that the above-described property or services were donated to the Recipient Organization exclusively for charitable, religious, educational, or other tax-exempt purposes recognized under Section 501(c)(3) of the Internal Revenue Code. No goods or services were provided in exchange for this donation, except as described below.

If applicable, describe goods or services provided in exchange (estimated value): \_\_\_\_\_

Donation Amount or Fair Market Value (if monetary): \_\_\_\_\_ USD

Date of Donation: \_\_\_\_\_

**Acknowledgment of Donation:**

The Recipient Organization acknowledges receipt of this donation and confirms that it is a qualified organization under Section 501(c)(3) of the Internal Revenue Code. The Organization did not provide any goods or services in exchange for this contribution, except as described herein. No estimate of the value of any goods or services provided has been made, except as noted above. This letter serves as a legal receipt for the donor's records.

**Legal Disclaimer:**

This letter is intended solely for the donor's use in claiming a tax deduction for the donation described herein. The Recipient Organization makes no representations regarding the tax consequences of this donation. Donors should consult their tax advisors for guidance on the deductibility of contributions.

**Recipient Organization Authorized Signature**

**Donor Signature**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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