

Parish / School / Other Diocesan Entity Letterhead

Date

Donor's Name
Donor's Address

Dear (insert **Donor's Name**),

Thank you very much for your gift of (insert **amount** and **date of the gift** and **check number**).

This acknowledgment of your contribution to (**Your Parish/School Name**) is provided pursuant to section 170(f)(8) of the Internal Revenue Code and must be kept as documentation of your contribution for income tax purposes. (**Your Parish/School Name**) in no manner provided any goods or services in connection with this contribution. We may have provided you with intangible religious benefits in exchange for this gift.

Keep this correspondence with your tax records. For gifts of \$250 or more, the IRS requires that you obtain a written acknowledgement from the charitable organization to support your charitable deduction on your income tax return. A canceled check alone will not substantiate your deduction.

As always, consult your advisor for how the tax rules apply to you.

Again, thank you for your financial support.

Sincerely,