

Tax Receipt

[Your Logo Here]

[Donor Full Name]
[Donor Address Line 1]
[Donor Address Line 2]
[Donor City, State ZIP Code]

[Full Organization Address]
[Organization Email Address] | [Phone Number]
[Website Address]

Note: This address block shows through a window envelope. Do print tests to make sure it shows through the window on your envelopes!

Year-To-Date Donation Amount: \$
Last Gift Amount: \$
Last Gift Type: (Check, Credit Card, etc.)

This donor did not receive goods or services in return for this gift.
It is fully tax deductible to the extent allowed by law.
IRS Code 501(c)(3) [Orgnaization Name] EIN# [Organization EIN]

Dear [Donor Full Name],

Write a letter here that shares current updates for your organization. Let the donor know how their donations are being used and how they are positively affecting your organization. Consider sharing outcomes from a recently completed fundraiser or event.

Sincerely,

[Staff Member Name]
[Staff Member Title]

THIS IS A SAMPLE ONLY! RECREATE THIS USING YOUR ORGANIZATION’S FONTS, COLORS, AND INFORMATION.

For Your Gracious Gift

This response form is provided as a convenience for your next gift to [Organization Name.]

You can also donate securely online at [Organization Website]

[Donor Full Name]
[Donor Address Line 1]
[Donor Address Line 2]
[Donor City, State ZIP Code]
[Donor ID (if applicable)]

Your tax-deductible donations are deeply appreciated. Thank you for your thoughtful consideration of a recurring gift.

☐ One-Time Gift \$ _____ ☐ Monthly Recurring Gift \$ _____

☐ Enclosed is a check for \$ _____ made payable to [Organization Name]

☐ Please charge \$ _____ to my/our ☐ Visa ☐ MasterCard ☐ Discover

Card Number Expiration Date

Name on Card Security Code

Email Address

☐ Please contact me about stock and legacy gifts.
Please detach this portion and return it in an envelope addressed to:

[Your Logo Here]

[Organization Address]