

## **Philanthropic Contribution Thank You Letter**

**This package contains:**

1. Instructions & Checklist for a Thank You Letter for a Philanthropic Contribution
2. Philanthropic Contribution Thank You Letter

## Instructions & Checklist for Philanthropic Contribution Thank You Letter

- This package contains (1) Instructions & Checklist for Thank You Letter for a Philanthropic Contribution; and (2) Philanthropic Contribution Thank You Letter;
- This form is designed to assist you in drafting a letter to thank someone for their philanthropic contribution.
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at [findlegalforms.com](http://findlegalforms.com).

[Your Name]  
[Street Address]  
[City, State ZIP Code]  
[phone number - optional]  
[email address - optional]

November 9, 2010

[Name of Recipient]  
[Title]  
[Company Name]  
[Street Address]  
[City, State ZIP Code]

Dear [Name of Recipient]:

I am pleased to contact you on behalf of [Name of Charity] and thank you for your recent generous contribution.

It is through exceptional individuals such as you that we are able to continue our work to [Briefly Describe Charity's Work]. Your donation of [Amount] was received on [Date Received] and will help us meet our goal of [List One of Charity's Goals].

You have not received anything of value in return for your contribution so the entire amount may be tax-deductible to the fullest extent allowed by the law. This letter also serves as your contribution receipt.

Again, I thank you for your very generous gift. I wish you and your family all the best.

Sincerely,

[Your Name]  
[Title - Delete if None]