[Name of charity or other charitable organization]
[Address]
[City, State, Zip]

Year Cash Gift Acknowledgement

[Date]

To: **[Donor]**
[Address]
[City, State, Zip]

Dear **[Donor]**,

Thank you for your gift of **[charitable contribution gift]**.

Please accept this letter as a receipt for tax purposes.

Under IRS rules, the **[Name of charity]** has not given or agreed to provide any benefit to you in return for your contribution. Hence, your contribution will not be reduced at your income. But you can use the cancelled check as a receipt as particular claim purposes on IRS form allowing for tax contributions.*

If your gift is worth at least $250, you must provide IRS form 8283. It is gift valued at more than $5,000, an appraisal is required.

In exchange for the contribution, no goods or services were provided. If the donation is allowed only if the **[Name of charity]** has already the administrative control of the donated item, and it must be used for the **[Name of charity]**'s tax-exemption or it stems appropriate.

Please consult your accountant or tax professional for more information.

Sincerely,

[Name of person acting on behalf of charity]