<<DATE>>

Address

Address

Address

Dear Friends at <<business >>,

My name is <<name>>, and I am a member of the Junior League of Albany. I am writing on behalf of the <<NAME>> committee to thank you for your donation of <<name the donation or give amount>> to our <<name fundraiser>>, which we held on <<DATE>>.

<<Name fundraiser>> was a great success! <<describe how the event was successful, by naming how many people attended, how much was raised, what was achieved, etc.>> Your donation was a crucial element of our success, and we thank you. <<Insert photos if you have them>>

<<INCLUDE THIS LANGUAGE IF THE DONOR DID NOT GET ANYTHING IN RETURN FOR THE DONATION:

Please use this letter to document your contribution of <<insert amount of cash donation OR description of items>> on <<Date>>. No benefit was bestowed upon the donor in exchange for this contribution, other than the joy of giving to an organization that promotes volunteerism, develops the potential of women, and improves our community. We are an exempt organization as described in Section 501(c)(3) of the Internal Revenue Code; EIN 14-1431718.”

OR, INCLUDE THIS LANGUAGE DID GET SOMETHING IN RETURN FOR THE DONATION:

Please use this letter to document your contribution of <<insert amount of cash donation OR description of items>> on <<Date>>. In exchange for your contribution, you received <<describe what the donor received>>, the fair market value of which is <<give the fair market value of the benefit>>. Only that portion of your contribution that exceeds the fair market value of the items you received is tax-deductible We are an exempt organization as described in Section 501(c)(3) of the Internal Revenue Code; EIN 14-1431718.”

We couldn’t do what we do without the support of others in our community, and we hope we can work together again in the future. Please do not hesitate to contact me should you have any questions at all.

Thank you for your generosity,

/S/

Name

<<Role in the Junior League>>

<<email address, preferably @juniorleaguealbany.org if available>>

<<phone number>>