
Sample Thank You Letter

Date

Name

Title

Company Name

Address

City, State, Zip

Dear Mr./Ms. _____:

Many thanks for your most generous gift of _____ amount or in-kind contribution _____ to _____ your organization name _____, which we received in our office on date _____. In compliance with the tax code of the Internal Revenue Service, we confirm that you received no goods or services of monetary value from _____ company name _____ in connection with this gift, making the above amount fully deductible for tax purposes.

As a result of _____ company name's gift, _____ your organization's name will be able to continue to _____ give specific things that you can accomplish and relate these to your mission.

As acknowledgment of your gift, your company's name will be listed as it appears below. To make a change or correction, please contact _____ contact person's name in your organization and _____ phone number _____.

Once again, many thanks for your generous support. We are exceedingly grateful.

Sincerely,

Name

Title

Official Corporation Name

Corporation Contact Name

Address

From Ballet Austin Tool-kit