

Sample Acknowledgement Letter – Quid Pro Quo Contribution

ORGANIZATION
ADDRESS
CITY STATE ZIP
WEBSITE

DATE

NAME
ADDRESS
CITY STATE ZIP

Dear NAME:

Thank you for purchasing tickets to EVENT. Your contribution that is deductible for federal income tax purposes is limited to the amount of your donation reduced by the value of the goods provided to you in return for your donation.

<u>Description</u>	<u>Date</u>	<u>Contribution</u>	<u>Value of Goods Provided to You</u>
2 Tickets for EVENT	2/12/2012	\$200.00	\$135.00

The mission of ORGANIZATION is to [INSERT MISSION].

Thank you again for your generous contribution and we look forward to your continued involvement and support of ORGANIZATION.

***Please Note:** Please retain this letter for your tax records. If you need additional information, please contact us at E-MAIL / PHONE or through our website at WEBSITE.*

Sincerely,

NAME
POSITION