

INSERT LETTERHEAD LOGO

(Insert Donor Address Here)

Dear **(Insert donor name here)**:

On behalf of the Board of Directors of the (Insert organization name here), I thank you for your generous contribution. Your gift will be used to support the programs and services that we offer, and to enable us to (insert program specifics here).

Our mission is to (insert mission here) Your generous support allows (insert organization name here) to (insert program specifics here).

Thank you,

(insert name here)
Executive Director

Gift Receipt – *please retain for tax purposes*

Gift Acknowledgement Date:

Gift Amount:

A copy of the current financial statement of (insert organization name here) is available by writing (insert address here) or by calling (insert phone number here). Financial Statements are also available. Documents and information submitted under the Maryland Solicitations Act are also available, for the cost of postage and copies, from the Maryland Secretary of State, State House, Annapolis MD 21401, (410) 974-5534. Tax I.D. Number 52-1326014

No goods or services were provided to the donor in consideration for this contribution.

