



After your event, send thank you letters to all those who contributed resources, whether cash or in-kind, to support your program. This meets their need for a letter to verify their donation (for tax purposes) and helps build relationships and encourage sponsors to continue to support your PTA.

Be sure to include the school or PTA's tax identification number and a description of what was donated. If a donor provides goods (anything other than cash), keep in mind that IRS guidelines prohibit you from determining the items' value—provide a description instead.

June 8, 2011

_____ | **Date**

Community Business
123 Anywhere Ave.
Suite 123
Anytown, State

_____ | **Sponsor Address**

Ms. Generous,

_____ | **Sponsor Contact person**

Thank you for supporting PTA's {Program or Event} with your donation of {Cash amount or description of donated property if in-kind}. No goods or services were provided in exchange for this donation {or describe any tangible benefit the donor received in exchange}.

With your support, {insert number} of families gained valuable tools and resources to support their children's education and overall well-being! Your donation will result in long-lasting benefits for children in the community by helping PTA ensure quality education and increase family engagement in our school.

Describe the outcome of the event; include participation numbers and samples of media coverage, if relevant

We appreciate your commitment to families and children.

Sincerely,

[Signature]

{PTA President}
{Contact information}

_____ | **Your signature, name and contact information**

{Tax ID number}