

IRS GIVING LETTER

School Letterhead

Letter Date

Donor's name
Donor's Mailing Address
Donor's City, State Zip Code

Dear _____[Donor Name]

On behalf of _____ School I sincerely thank you for the \$_____ [amount] donation which you gave with your check number _____ dated _____, [or by cash] which we deposited on _____ [deposit date].

[Can insert a few sentences on what the school will do with the money, school programs you're excited about, current news, etc. For example, "We're proud to share with you that our school received an A rating for the 2015-2016 school year." Or "Since you were so kind as to designate those funds for teacher appreciation, in May we'll use those funds to provide a promotional item for our teachers to express appreciation for all their hard work in educating our students."]

The Grant Parish School Board acknowledges that we did not provide you with any goods or services in whole or partial consideration of your contribution. For your records, our federal identification number is 72-6000494 and this donation is tax deductible as a charitable contribution in accordance with Section 170 of the Internal Revenue Code. Please keep this letter with your tax information.

Thank you very much for the generosity you have shown _____ School.

Sincerely,

[Principal's Name]
Principal