



Sample donor substantiation language

Sample acknowledgement of a financial donation to a 501(c)(3) nonprofit:

Thank you for your contribution of \$ (amount) to (organizations name) on (date).
Your support will (add briefly what this donation will do, using either the basic purpose of the organization or the purpose of the specific program for which the contribution was made) .

(Organization) is a 501(c)(3) nonprofit organization. Your contribution is tax-deductible to the extent allowed by law. No goods or services were provided in exchange for your generous financial donation.

Sample acknowledgement of a financial donation to a 501(c)(3) nonprofit, in which a gift valued at “x” amount was received in exchange for the donation:

Thank you for your contribution in the amount of \$ (amount) . As a token of our appreciation for your support, we have mailed you the (gift donor received) you selected/requested. We estimate the value of the (gift) to be \$ (x) . We are required to inform you that your federal income tax deduction for your contribution is the amount of your contribution less the value of the (gift) .

Sample acknowledgement of a financial donation to a 501(c)(3) nonprofit, in which the donor purchased a ticket for a fundraising special event for \$X:

For federal income tax purposes, you can deduct as a charitable contribution the price of this ticket less its fair market value. We estimate the fair market value of this ticket to be \$Y, so your charitable contribution is \$X-Y.

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