**DONATION RECEIPT**

[ORGANIZATION’S NAME]

[MAILING ADDRESS]

[PHONE]

[E-MAIL]

[EIN - Find on the [IRS Website](https://apps.irs.gov/app/eos/)]

**RE: RECEIPT FOR DONATION IN THE AMOUNT OF $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Dear [DONOR’S NAME],

Thank you [DONOR’S NAME] for the contribution in total value of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ US Dollars ($\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) described as: (check one)

- **Cash** payment made by  check  credit card  cash  other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

- **Food** described in-full on the attached Exhibit A

- **Property** (in kind) described in-full on the attached Exhibit A

- **Vehicle** described in-full on the attached Exhibit B

Our organization is: (check one)

- 501(c)(3) non-profit organization by the standards of the Internal Revenue Service (IRS). Therefore, the donation may be tax-deductible to the extent allowed by law.

- Not classified as a 501(c)(3) non-profit organization by the standards of the Internal Revenue Service (IRS).

**Authorized Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Representative’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EXHIBIT A**

**Description of Donation Value**

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**EXHIBIT B**

Make: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Model: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Color: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Body Style: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vehicle Identification Number (VIN): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (17 characters)

Odometer Reading: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Miles