

Sample 501c3 Donation Letter

Use Official Letterhead of the Foundation

<< Date >>

To Whom It May Concern:

<< Name of your Foundation >>, is a non-profit public charity within the meaning of North Carolina General Statutes Section 55A-1-40(4) and is exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code.

We acknowledge with deep appreciation your generous donation. << Name of your Foundation >>, as well as << Name of your Rotary Club >>, are members in good standing of Rotary International. Your gift to << Event >> will help provide funding for << Cause that you are supporting >>. We want to invite you to << Event >> on << Date of the Event >>.

I'd also like to invite you to one of our club meetings. << Name of your Rotary Club >> meets << Meeting schedule and time >>.

Thank you once again for your gift to support the << Name of your Foundation >> and its mission to serve our local community.

With gratitude,

<< Name of Club President >>

President of << Name of your Rotary Club >>

<< Contact info. of Club President >>

<< Name of your Foundation >> is a 501 (c)(3) organization, and your contribution is deductible to the full extent allowable by law. The tax ID number is << Tax ID of your Foundation >>. No goods or services were provided in exchange for this contribution.