Donation Acknowledgement:

IRS website info on donor acknowledgements: <https://www.irs.gov/charities-non-profits/charitable-organizations/charitable-contributions-written-acknowledgments>

IRS publication on charitable donation: <https://www.irs.gov/pub/irs-pdf/p1771.pdf>

Additional information: <https://cullinanelaw.com/donor-acknowledgment-letters/>

The Chronicle of Philanthropy, Dec. 6, 2012: IRS Crackdown on Tax Deductions Puts Focus on Gift Records:
<http://www.cce-rochester.org/files/IRS_Crackdown_on_Tax_Deductions_Puts_Focus_on_Gift_Records.pdf>

Some Examples of letters:

Cash donation:

*“Thank you for your contribution of (insert amount of cash donation) on Date. No goods or services were provided in exchange for this contribution. Name of NP is an exempt organization as described in Section 501(c)(3) of the Internal Revenue Code; EIN ##.”*

You can make this a fun, too! I also like seeing something tied to the nonprofit organization in the required language:

*“Thank you for your contribution of (insert amount of cash donation) on Date. .  . No benefit was bestowed upon this donor in exchange for this contribution...other than the joy of giving to an organization that supports programs for children. We are an exempt organization as described in Section 501(c)(3) of the Internal Revenue Code; EIN ##.”*

For a non-cash item:

*“Thank you for your contribution of one used table and set of six oak chairs that NP received on Date. No goods or services were provided in exchange for your contribution.”*