

# **SAMPLE CONTRIBUTION ACKNOWLEDGEMENT**

**(Letter to be printed on parish letterhead)**

**Note: Bold items are required**

**Date**

**Name**

**Address**

**City, State Zip**

**Dear (Parishioner),**

It is that time of year to send out contribution statements so that you will have a record of your contributions to (name of parish). Your generosity to the parish over the past year has made it possible to finance a number of improvements. Were it not for your continuous help, this would be impossible. So, on behalf of the entire parish, I wish to thank you.

**This acknowledgment of your contributions to (name of parish) for (year) is provided pursuant to section 170(f)(8) of the Internal Revenue Code.**

**Name of Contributor:**

**Address of Contributor:**

**Total Calendar Year Contributions:**

**Included in your total (year) calendar contributions of \$(insert total) are the following contributions of \$250 or more:**

**Date for Each**

**Amount for Each**

Thank you for your continued support of our parish.

Sincerely yours,

**Pastor**

**Check as appropriate:**

**Yes ( ) No ( ) The donee organization either did not provide any goods or services in whole or partial consideration for the above contribution or provided only intangible religious benefits.**