

Parish/School/Other Diocesan Entity Letterhead

Date

Donor's Name
Donor's Address

Dear (insert **Donor's Name**),

We would like to thank you for your generous support of the (**Name of Fundraiser – for example: 10th Annual Bishop's Dinner for Catholic Education**). This year's dinner was a resounding success thanks to good friends like you. Nearly **\$x,xxx** was raised from the dinner.

This letter will serve as acknowledgment of your contribution:

Amount Given:	\$
Benefit to Donor:	\$
Amount to Claim for Deduction:	\$

Your donation was processed by the (**Your Parish/School Name**) on (**date**). This acknowledgement is provided pursuant to Section 170 (f) (8) of the Internal Revenue Code and must be kept as reference to your contribution for tax purposes. (**Name of Parish/ School**) in no matter provides any goods or services in connection with the amount to claim for deduction.

Thank you for your kind support of (**Name of Parish/School**) and the (**Name of Fundraiser**).

Sincerely,

Name of Pastor, Administrator or Development Director