

Sample Donation Thank You Letter (print on your organization's letterhead)

Date

Name

Address

City, State Zip

Dear Name:

On behalf of the INSERT LIBRARY NAME, thank you for supporting NAME OF EVENT on DATE OF EVENT. Your donation of DESCRIPTION OF ITEM, SERVICES OR CASH DONATION –ONLY STATE VALUE IF IT IS CASH is greatly appreciated and important to our success.

The mission of our organization is to INSERT MISSION. With your generous giving, we were able to BRIEFLY DESCRIBE WHAT THE EVENT ACHIEVED—PROVIDE A LINK TO AN ARTICLE OR PHOTO IF AVAILABLE.

The library could not do what it does without the generous support of a caring community. Thank you again for your thoughtful gift to the library and to the many youth in the community who rely on us for services and programs.

To learn more about our organization, please visit INSERT URL. I look forward to opportunities to work with you in the future. In the meantime, please do not hesitate to get in touch if the library can assist you in any way.

Most sincerely,

Your Name

Title

Library Name

Your potential tax-deduction is based on the value for the goods and services you provided. This letter will serve as your receipt.

IF YOUR LIBRARY HAS A TAX EXEMPT # PROVIDE IT HERE