

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date:** \_\_\_\_\_

**Donor Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

Dear \_\_\_\_\_,

On behalf of \_\_\_\_\_, we would like to express our sincere gratitude for your generous in-kind contribution received on \_\_\_\_\_. Your support is invaluable to our mission and directly benefits our ongoing efforts.

We confirm receipt of the following described non-cash contribution(s):

Description of Item(s) Donated	Estimated Quantity / Condition

*Thank you for your contribution. Please note that no goods or services were provided to you by our organization in consideration, in whole or in part, for this contribution. Under Internal Revenue Service guidelines, the organization cannot establish a monetary value on in-kind donations; the valuation of the donated items is the responsibility of the donor for tax-reporting purposes. Please retain this letter for your tax records.*

Thank you once again for your remarkable generosity and commitment to our cause.

Warm regards,

\_\_\_\_\_  
**Authorized Representative Signature**

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

