

Sample Donation Receipt Letter

Grange Letterhead

Date

Your Name

Grange name and number

Street

City, State ZIP

Community Member

123 Grange Avenue

Anytown, Oregon

Dear _____,

[Grange name and number] would sincerely like to thank you for your recent donation to our [project, i.e. roof fund]. Community members/leaders like yourself who work with us to keep the Grange hall open and welcoming to our community. Thanks to your donation we were able to meet our goal of [list specific goals, objectives, etc.]

Please check with your tax preparer or accountant to see if your donation may qualify as a tax deduction. The Grange is a non-profit organization chartered under IRS code 501 c 8, and we certify that no goods or services were received in return for this donation.

Thank you again for your donation!

Fraternally,

Signature of Master/President or Secretary

Printed name & title