## Sample Donor Acknowledgement Letter

## Contribution of $250 or More, No Good or Service Provided

December 19, 2016

Mr. Generous Donor

154 Any Street

Anytown, NY 12345

Dear Mr. Donor:

On behalf of the board and staff of the Parker Animal Shelter, thank you for your donation of $500, dated December 12, 2016.

At your request, the contribution is being directed to the shelter’s summer institute program for high-school students, who are learning to train and care for animals.

For 35 years, Parker Animal Shelter has operated as a no-kill facility, housing and providing medical services to stray dogs and cats as well as animals whose families have had to give them up for adoption due to the owners’ illnesses, age, or need to move into pet-free apartments. In spite of accommodating many older pets, Parker has a very high adoption rate and an excellent reputation for matching the right pets with the right human guardians.

Parker Animal Shelter is a 501(c)(3) nonprofit organization and contributions to its programs are tax-deductible. No goods or services were offered in exchange for your generous gift.

Thank you for your support of shelter animals and Parker community youth.

Warm regards,

Clifford Brown

Executive Director

Parker Animal Shelter