## Sample Donor Acknowledgement LetterContribution of $250 or More, Good or Service Provided

May 17, 2017

Ms. Jane Doe

123 Any Street

Anytown, NY 12345

Dear Ms. Doe,

Thank you very much for your contribution of $250 to the Friends of Anytown Arboretum’s annual spring campaign.

As a token of our appreciation, we have mailed you a copy of the book you selected, *A Field Guide to the Trees of the Eastern Seaboard.* We estimate the value of the gift to be $27. We are required to inform you that your federal income tax deduction for the gift is the amount of your contribution less the value of the gift.

Your generous donation enables the Friends to supplement the city’s maintenance budget for the Anytown Arboretum and to stabilize and replant the hillside that was decimated by last winter’s heavy snowstorms.

Based on last year’s survey of free public services in Anytown, we know that the Arboretum is one of our community’s most popular attractions. We thank you for helping us protect and enhance its beauty for all to enjoy.

Very best regards,

John Smith

Chair, Board of Directors

Friends of Anytown Arboretum