



Donation Receipt and Thank You Letter

Club/District Primary Address: _____

Phone: _____

Fax: _____

toastmasters.org

Donor Information

Attn: _____

Individual/Company: _____

Address Line 1: _____

Address Line 2: _____

Date: _____

Club/District #: _____

Tax ID: _____

Dear Donor,

Thank you for your gift in the amount of \$_____.

We are writing to acknowledge that we received your gift and that it is your intention for this gift to qualify as a charitable contribution. We warrant to you that our organization is qualified under section 501(c)(3) of the Internal Revenue Code. We further warrant that no goods or services of any value were or will be transferred to you in connection with this gift. Please retain this letter with your important tax documents and provide a copy to your tax preparer.

Thank you for your generous contribution to [club name/district] of Toastmasters International.

Sincerely,

Printed Name of Club Treasurer/District Finance Manager