Date

Mr. John Smith

1234 Elm Street

City, ST 12345

Dear Mr. Smith:

Thank you for your gift to Grace Church (TIN: 12-3456789) that will be used in the ministry of the church. Your gifts are much appreciated, much needed and of great value to our church. Thank you.

For IRS purposes, I must inform you that the gifts contained in this letter are based on intangible religious benefits. You did not receive any goods or services from the church for this contribution. Please keep this letter as documentation of your gift.

Sincerely,

Church Official

Gift Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gift Amount \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Gift amount filled in by the donor)