

[Local PTA or School Letterhead]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address]

[City, State Zipcode]

[Charitable EIN#]

Dear [Recipient Name]:

Thank you for your cash donation in the amount of [\$xxx.xx]; received on [date]. This generous donation will allow our PTA to carry out its mission for the children in our school.

[Your school name] PTA is a 501c3 nonprofit corporation. Your contribution is tax-deductible to the extent allowed by law. No goods or services were provided in exchange for this donation.

Sincerely,

[Your Name]

[Title]

[Contact phone]

[Email address]