

DATE

DONOR NAME

ADDRESS

ADDRESS

ADDRESS

Dear FIRST NAME(S),

Thank you for your recent gift of AMOUNT, dated GIFT DATE, to support the TRAIL PROJECT in LOCATION. Your generous support of this project is much appreciated!

PROJECT DESCRIPTION (where the trail is, what makes it unique, how it fits into the larger picture, why this is an exciting time in the campaign).

Thank you FIRST NAME(S). With this kind and generous gift you are making an important thing happen!

Sincerely,

YOUR NAME

YOUR ROLE

TAX EXEMPT LANGUAGE (See IRS "Charitable Contribution Substantiation and Disclosure Requirements": <https://www.irs.gov/pub/irs-pdf/p1771.pdf>)

As a 501c3 charity, tax laws require us to notify you that this letter is the official acknowledgment of your gift. Also, we are required to certify that you received no goods or services in consideration of this contribution; therefore, the full amount of your gift is tax-deductible. Thank you!