Dear NAME,

**Officers**

FIRST LAST

*President*

FIRST LAST

*Vice President*

FIRST LAST

*Secretary*

FIRST LAST

*Treasurer*

**Directors**

FIRST LAST

FIRST LAST

FIRST LAST

FIRST LAST

FIRST LAST

FIRST LAST

Thank you for your generous donation to ### [INSERT NAME] Chapter of Trout Unlimited, EIN: [INSERT EIN], received on [DATE].

Your generous gift will help us continue our efforts to protect and restore our local rivers and educate local youth about the importance of being stewards of cold, clean rivers and streams.

On [DATE] you donated the following items to our organization:

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE OF GIFT** | **DESCRIPTION** | **QUANTITY** | **NOTES** |
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If the value of your donated items exceeds $500, see IRS Form 8283 and its instructions.

Thank you again for your donation. We could not accomplish all we do without your support and that of TU’s other members and contributors. If we can ever be of further assistance, please do not hesitate to contact us.

Sincerely,

FIRST LAST

TITLE (Examples: President, Treasurer etc…)

### [INSERT NAME] Chapter of Trout Unlimited

(XXX) XXX-XXXX

name@email.com

*Section 170 of the Internal Revenue Code, enacted in August of 1993, requires you to keep written substantiation of gifts of $250 or greater in order to claim a deduction for your contribution. This letter hereby serves as a receipt for the above gift, so please retain this document for your records. ### [INSERT NAME] Chapter of Trout Unlimited is an exempt organization as described in Section 501(c)(3) of the Internal Revenue Code. Because no goods or services have been provided in exchange for your gift, your gift is fully tax-deductible to the extent allowed by the law.*