Building Community, One Action at a Time

Morris Woman’s Club-GFWC-IL

P.O. Box 334

Morris, IL 60450

[DATE]

[ADDRESS]

RE: [DONATION]

To Whom It May Concern:

The Morris Woman’s Club-GFWC-IL (MWC), a 501c3 tax-exempt organization and would like to thank you for your donation of [$] received on [DATE]. As a 501c3 charity, tax laws require us to notify you that this letter is the official acknowledgement of your generous 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 generous gift is tax-deducible.

* A description (but not value) of non-cash contribution. The donor estimates its value.
* A statement that no goods or services were provided by the MWC, if applicable.
* A description and good faith estimate of the value of goods or services, if any, that the MWC provided in return for the contribution, i.e., a dinner where the some of the money pays for the meal but the rest is a donation.
* A statement that goods or services, if any, that the MWC provided in return for the contribution consisted entirely of intangible benefits if applicable. An example might be a small gift less than $75 such as a mug, tote bag with origination’s logo on it.

MWC is affiliated with the Greater Federation of Women’s Clubs of America and is the largest service organization for women in the U.S. For over 80 years, MWC has been assisting the greater Morris community in such areas as conservation, public affairs, international affairs, domestic abuse, literacy and the arts. For more information about our programs, please visit our website at morriswomansclub.org. Thank you again for your generous contribution. We look forward to working with you in the future to continue making Morris a great community by preserving our past, persevering in our present, and preparing for our future.

Sincerely,

[name]

[title]