

{{notice_date}}

{{recipient_name}}

{{recipient_address}}

{{recipient_city_state_zip}}

RE: {{chapter_name}} — Contributions received from you in {{tax_year}}

ANNUAL STATEMENT OF CONTRIBUTIONS FOR {{TAX_YEAR}}

Dear {{recipient_name}},

Thank you for supporting {{client_name}} in {{tax_year}}. Your giving made {{impact_statement}} possible. This statement summarizes the contributions we received from you during the year, and is provided so that you have the written acknowledgment the Internal Revenue Service requires you to hold.

Total contributions	{{total_contributions}}
Number of gifts	{{gift_count}}
Received between	{{tax_year_start}} and {{tax_year_end}}
Designated to	{{chapter_name}}
Donor ID	{{donor_id}}

Goods or services received in exchange.

{{quid_pro_quo_statement}}

Please keep this statement with your tax records.

{{client_name}} is a tax-exempt organization described in section 501(c)(3) of the Internal Revenue Code. Our federal tax identification number is {{ein}}. Contributions are deductible to the extent allowed by law. We recommend you consult your tax advisor about your particular circumstances.

An itemized list of every gift received from you in {{tax_year}} is available at any time at {{donor_portal_url}}, or by calling {{donor_services_phone}}.

If anything in this statement looks wrong, please tell us. Contact {{donor_services_name}} at {{donor_services_phone}} or {{donor_services_email}} and we will correct our records and reissue this statement.

Sincerely,

{{signer_name}}

{{signer_title}}

{{client_name}}