Sample Gift Acknowledgement

Community Foundation Letterhead

DATE

Name

Address

Dear \_\_\_\_\_\_\_\_\_\_:

Gifts of Cash

Thank you for your generous gift of $\_\_\_\_\_\_\_\_\_\_ received on \_\_\_\_\_\_\_\_\_\_\_ **[date]** to the **[Foundation NAME]** for the **[Name of Specific Fund or Affiliate to receive gift].**

**or**

Gifts of Property

Thank you for your generous gift of the following property: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ received on \_\_\_\_\_\_\_\_\_\_\_\_ [date] to the **[Foundation NAME**] for the **[Name of Specific Fund or Affiliate to receive gift].**

As required by law, we are informing you that the **[NAME]** Foundation has exclusive legal control over the contributed assets. The Foundation provided you no goods or services in connection with this contribution.

Sincerely,

SIGNATURE