

(Date)

(Mr., Mrs., Ms.)
(Street Address)
(City, State, Zip Code)

Dear (Mr., Mrs., Ms.):

The (School District) thanks you for your generous contribution. This letter will serve as a receipt for your tax purposes. The (School District), a public school district operating in the State of Michigan, acknowledges the receipt of *(describe in some detail the contribution and/or property)* on *(date)*. The charitable contribution was received by *(title of person receiving contribution on behalf of the District)* at *(location of contribution)*.

Again, we thank you for your charitable contribution. Please carefully review IRS Publication 526 for detailed information of charitable contribution deductions, limitations and record-keeping requirements. If you have received any benefit or service for your charitable contribution, please review IRS Publication 526 with your tax advisor. You may only deduct the amount of contribution, which is more than the benefit received. Please contact your tax advisor directly for tax advice with respect to this charitable contribution.

Sincerely,

(Designated School Employee, i.e., Business Manager)
(Title)

cc: Correspondence
Subject