

## **Sample Donation Letter** **(Customize on Club Stationery or Letterhead)**

Date

Name of Charity Contact Person (Executive Director, President, etc.)  
Address of Charity

Re: Donation Description

Dear \_\_\_\_\_,

On \_\_\_\_\_ (insert date), the \_\_\_\_\_ (insert name of club) donated \$\_\_\_\_\_ for \_\_\_\_\_ (insert description) and/or “in kind” donations, valued at \$\_\_\_\_\_. The “in kind” donations included, \_\_\_\_\_ (insert description).

and/or

On \_\_\_\_\_ (insert date), \_\_\_\_\_ members of the \_\_\_\_\_ (insert name of club) volunteered a total of \_\_\_\_\_ hours \_\_\_\_\_ (insert description).

For our records, please send an acknowledgement of our monetary and/or “in kind” donation(s) and/or volunteer hours to:

Name of Club President or Secretary  
Address, phone number and email address (if applicable.)

If you have any questions, do not hesitate to contact me at \_\_\_\_\_.  
Thank you for all you do to make our community a better place.

Sincerely,

Club President or Secretary