Date

**To: (Donor Name, Address, City, and State)**

**From: (Booster Club Name)**

**EIN# (XX-XXXXXXX)**

**Re: Acknowledgement of donation to a 501(c) (3) Organization**

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

Thank you for your contribution of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Please keep this written acknowledgement of your donation for your tax records.

The (Booster Club Name) is a non-profit organization and all funds collected are used for the sole purpose of raising money for the program’s sponsored projects. No part of the gross earnings of the booster club benefits its’ members, trustees, officers, or other private persons. Additionally, no part of the activities endorses a political candidate.

Should the (Booster Club Name) dissolve, all assets will be distributed for one or more exempt purposes within the meaning of Internal Revenue Service Code section 501(c)(3) and will be transferred to the school district activity fund.

Thank you for your continuing support!

Name of letter writer

Office held in the Booster Club

Address of the Booster Club