

Your Church Letterhead

Date

Name

Address

Address

Dear <Name>,

Thank you for your generous donation of _____ <include detailed description including: quantity, make, model, serial number, or other identifiers if possible> to our congregation. This letter will serve to confirm our church officially recorded receipt of the donation on <date>. *Please note that IRS Publication 1771 states that tax exempt organizations are to provide contemporaneous written acknowledgment providing a description (but not the value) of non-monetary contributions. The valuation of these items remains the responsibility of the donor.*

We advise you to keep this letter for tax purposes at the end of the year since our ministry <legal name> Foursquare church is part of the International Church of the Foursquare Gospel, and as such is a 501-(c3) religious non-profit organization under group ruling number 1061. This tax-exempt status allows us to receive both cash and non-cash contributions, which are tax deductible on the part of the contributor.

We are excited to see how the Lord will continue to bless you in honor of your faithfulness.

In His service,

<Name>

Your Church Letterhead

<Title>

**This contribution was a freewill offering and was not made in exchange for any goods or services rendered by the church.*