# **Tax Letter (great for donor retention/replaces the monthly thank you letters)**

January/July xx, yyyy

*Donor Name*

*Donor Address*

*City, State ZIP*

Dear [*name*],

Wow. Thank you so much for your tremendous ongoing support as a monthly donor [name of program].As a special service to you, I am pleased to provide you with a record for your taxes.

**Total amount of your donations to [*name of organization*] for the [prior calendar/financial] year of: $*xxxxx*.**

**Value of goods or services provided: $xxxx**

All donations to [*name of organization*] are tax-deductible within the extent of the law. [*Name of organization*] is a charitable nonprofit organization registered with the Attorney General in [*state*] with Tax ID [*tax id number*]/Other country appropriate details.

Your monthly support truly makes a difference to the [fill in your focus]. [*Use a story, to include impact of monthly donations on your organization*]*.*

Thank you again for your continued support as a monthly donor [name of program]!

Sincerely [*or your preferred sign-off*],

[Signature]

[Name of signer]

[Title]

P.S. If you have any questions about your monthly donations, please contact me at [*email address*] or [*phone*]. Thank you again!