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Date:

[DONOR name]

Address:

Dear [insert donor name]:

Thank you for your generous donation to Safe Routes to School. Our [insert school name] [insert contest or event name] was a great success and the students were so excited to receive your generous donation.

Our records show that you donated [item(s)] for a total value of [$00.00]. As we are a 501(c)(3) nonprofit organization, your donation is tax-deductible to the fullest extent of the law. Our tax ID number is through [your organization]: [your tax ID number]

We will recognize your company as a donor in [example of your communications]. This news is sent out to [your audience].

Sincerely,

[Organizer]