

APPENDIX J

SAMPLE DONATION THANK YOU LETTER

Date

Donor

Address

City, State, Zip

Dear _____:

On behalf of the ABC Pony Club, I want to thank you for your gift of \$X in support of our club activities (or particular event, i.e., \$X which will help send a team to rally, etc.). With your help and support, ABC Pony Club continues to be a part of the United States Pony Clubs, Inc., which provides top-quality educational programs for more than 12,000 youth members across the country.

Since 1954, the educational programs of The United States Pony Clubs have been providing youth across the country with the skills to become successful adult leaders not only in the equine world, but in whatever field they may choose. Thank you for your support of our programs and our youth members.

Sincerely,

Your Name

Your Title

In accordance with the Internal Revenue Code [Section 170 (F) (8)], the above donor has received no goods or services in exchange for this donation.*

**This statement should be included on the acknowledgement letter for all monetary donations for which the donor did not receive any goods or services in return. However, if the donor did receive goods or services in exchange for the donation, the cost of the goods or services received must be included in the letter. The donor must also deduct that cost from the total given to reach the amount they are allowed to deduct. For example: You hold a fundraising dinner-dance and charge \$100 per person. All proceeds of the function go to the Pony Club. The ticket to the dinner-dance has a fair market value of \$25. The donor must be informed of that amount in the letter, and that only \$75 of the ticket price is tax deductible.*