Dear :

Our client(s), , has (have) requested that we submit the following information concerning a recent gift to you as donee.

* Property given:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .
* Date of gift:\_\_\_\_\_\_\_\_\_\_\_\_\_ .
* Fair market value at date of gift: $\_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_ is a not for profit 501(c)3 organization. Donations may be tax deductible. For noncash items, you, the donor, set fair market value of donations. Unless otherwise specified, no goods or services were provided in exchange for these gifts.

You may want to keep this information with your permanent tax records.

Should you have any questions concerning any of the above, please feel free to contact me.

Best Regards,

Non-Profit Charity

President

cc: To donor