



## RECEIPT

Club/District Primary Address \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

**[www.toastmasters.org](http://www.toastmasters.org)**

### Donor Information

Attn: \_\_\_\_\_

Individual/Company \_\_\_\_\_

Address Line 1 \_\_\_\_\_

Address Line 2 \_\_\_\_\_

DATE: \_\_\_\_\_

Club/District #: \_\_\_\_\_

Tax ID: \_\_\_\_\_

Dear [Donor]:

Thank you for your gift in the amount of \$\_\_\_\_\_.

We are writing to acknowledge that we received your gift and that it is your intention for this gift to qualify as a charitable contribution. We warrant to you that our organization is qualified under section 501(c)(3) of the Internal Revenue Code. We further warrant that no goods or services of any value were or will be transferred to you in connection with this gift. Please retain this letter with your important tax documents and provide a copy to your tax preparer.

Thank you for your generous contribution to [club name/district] of Toastmasters International.

Sincerely,

Printed Name of Club Treasurer/District Finance Manager