**SAMPLE TEMPLATE**

**ACKNOWLEDGEMENT LETTER FROM NON-PROFIT OR EDUCATIONAL ORGANIZATION**

[Insert Logo of Non-Profit or School]

[Name of 501(c)3 or School]

[Organization Address]

[City, State, Zip Code]

[Name of Contact for Firm]

[Name of Firm or JV]

[Firm’s Address]

[City, State, Zip Code]

[Date]

Dear [Firm Contact],

On behalf of [Non-Profit or Educational Organization], we would like to thank you for your generous support of [Program Name]. Your contribution helps our program by [Summary of Outcomes and Activities].

To understand the social impact provided by this donation, we will provide at minimum the following Key Performance Indicators (KPIs) in these four areas:

Age

Ethnicity/Race

Gender

Zip Code

We understand that you may request additional program KPIs. We would like to acknowledge the receipt of the following contributions:

**Donor Name:** [Firm Name]

**Date Received:** [Date Donation Received]

**Financial Amount Received:** [Financial Donation $ Amount, if applicable]

**Check Number(s):** [Check number(s), if applicable]

Thank you for your generous contribution.

Sincerely,

[Name of Contact for Non-Profit or Educational Organization]

[Name of Organization] Tax ID number is [##-#######]