

Charitable Contribution Policy Letter

[Your Nonprofit Organization Name]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

Dear [Recipient's Name],

Thank you for your interest in supporting [Your Nonprofit Organization Name]. We are grateful for your desire to contribute and make a difference in the lives of [briefly mention your cause/target group].

To ensure transparency and accountability in our fundraising efforts, we would like to share our charitable contribution policies, which reflect our commitment to our donors and the community:

1. Contribution Acceptance

All contributions, whether cash or in-kind, will be accepted based on their alignment with our mission and values. Our organization reserves the right to decline contributions that do not meet our guidelines.

2. Use of Contributions

Funds received will be allocated to [specific programs/projects] and used to further our mission of [describe mission]. Donors may specify their intended use, but final decision rests with our board of directors.

3. Acknowledgment and Tax Deduction

All contributions will be acknowledged with a thank-you letter. As a registered 501(c)(3) nonprofit, all donations may be tax-deductible in accordance with IRS regulations.

4. Confidentiality

We respect our donors' privacy. Personal information will be kept confidential and used solely for organizational purposes.

5. Impact Reporting

We believe in transparency. Donors will receive updates on how their contributions are making a positive impact in the community.

Thank you once again for your incredible support. Should you have any questions regarding our charitable contribution policies, please feel free to reach out at [insert contact information].

Warm regards,

[Your Name]

[Your Position]

[Your Nonprofit Organization Name]