

# Donation Regulations for Organizations

Date: [Insert Date]

To: [Organization Name]

Address: [Organization Address]

Dear [Recipient's Name],

We appreciate your generous decision to support our organization through donations. To ensure compliance with regulations and to maintain transparency, please find the following donation guidelines:

## 1. Donation Acceptance

All donations must be approved by the Board of Directors prior to acceptance. Donations exceeding [amount] require additional documentation.

## 2. Tax Deductibility

Your contributions may be tax-deductible as per IRS regulations. Please retain your receipt for tax purposes.

## 3. Reporting Requirements

All donations will be recorded and reported quarterly. Donors will receive a statement summarizing contributions for their records.

## 4. Restricted Donations

If you wish to designate a specific use for your donation, please indicate this in writing at the time of donation.

Thank you for your understanding and support. Should you have any questions, please feel free to contact us at [Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Organization Name]