Dear

Thank you for your generous donation to [Insert your Charity’s Name]. We are very grateful for your gift.

With kind regards,

[Insert name of signatory]

[Insert title of signatory]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Official Receipt for Income Tax Purposes

[Insert your charity’s name]

[Insert your charity’s address (all on one line)]

Charitable BN/Registration #:

**Receipt No:**

**Issue Date:**

|  |  |
| --- | --- |
| **Donation Amount** | $ |
| **Receipt Amount** | $ |
| **Benefit Received** | $ |
| **Received From** |  |
| **Received On** |  |

For information on all registered charities in Canada under the Income Tax Act please visit: Canada Revenue Agency https://www.canada.ca/en/services/taxes/charities.html

[Insert image of signature]

Authorized Signature

[Insert name of signatory]

[Insert title of signatory]