<<g\_Date>>

<<c\_Mail\_Address>>

Dear <<c\_Virtual\_Letter\_Salutation>>,

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 #: <<o\_Charity\_Number>>

**Receipt No:** <<d\_Tax\_Receipt\_Number>>

**Issue Date:** <<d\_When\_Receipt\_Was\_Issued>>

|  |  |
| --- | --- |
| **Donation Amount** | $<<\_\_d\_Total\_Amount>> |
| **Receipt Amount** | $<<\_\_d\_Receipt\_Amount>> |
| **Received From** | <<c\_Mail\_Address\_Donation>> |
| **Received On** | <<d\_When\_Received>> |
| **Benefit Received** | $<<d\_Benefit\_Received>> |
| **Location Issued** | <<o\_Address\_City>>, <<o\_Address\_State>> |

For information on all registered charities in Canada under the Income Tax Act please visit: Canada Revenue Agency [www.cra-arc.gc.ca/charitiesandgiving](http://www.cra-arc.gc.ca/charitiesandgiving)

[Insert image of signature]

Authorized Signature

[Insert name of signatory]

[Insert title of signatory]