YOUR LOGO HERE

<<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_total_amount-__d_Receipt_Amount>>

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

[Insert image of signature]

Authorized Signature
[Insert name of signatory]
[Insert title of signatory]