<<g\_Date>>

<<c\_Mail\_Address>>

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

We are pleased and very grateful for your generous donation to Your Charity’s Name. We appreciate your gift.

Kind Regards,

name of signatory

title of signatory

— — — — — — — — — — — — — — — — — — — —

# Official Receipt for Income Tax Purposes

**Your Charity’s Name**

**Your Charity’s** Address (all on one line)

**Charitable corporation number: <<o\_Charity\_Number>>**

Canada Revenue Agency: http://www.cra-arc.gc.ca/ **Receipt No:** <<d\_Tax\_Receipt\_Number>>

|  |  |
| --- | --- |
| **Received from:** | <<c\_Mail\_Address\_Donation>> |

**Received on: <<d\_When\_Received>> Donation Amount:** $<<\_\_d\_Total\_Amount>>

**Issue Date: <<d\_When\_Receipt\_Was\_Issued>>** **Receipt Amount:** $<<\_\_d\_Receipt\_Amount>>

**<<|\_\_d\_total\_amount>\_\_d\_Receipt\_Amount>> Benefit Received**:$<<\_\_d\_total\_amount-\_\_d\_Receipt\_Amount>>

**<<|\_\_d\_total\_amount=0>>Description**: <<d\_notes>>

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Authorized Signature