**Sample Acknowledgement Letter for In-Kind Donations**

[name]

[tittle]

[organization]

[address]

Dear [Mr./Ms./Dr.] [name]

Thank you for your in-kind donation of [list] to the [name of section] Local Section. Your gift was received on [date].

Please keep this letter as a receipt for your gift. ACS, its local sections, and divisions are designated by the Internal Revenue Service (IRS) as tax-exempt as defined in section 501 (c)(3) of the Internal Revenue Code and, as such, contributions to ACS are tax-deductible. Upon request, we will provide you with a copy of our IRS determination Letter for your records. This letter confirms that no goods or services were provided in exchange for this charitable contribution.

Please be aware that IRS regulations prohibit charitable organizations from assigning a monetary value to in-kind donations. For your convenience, you may list the estimated value of your gift in the space below for your records.

Thank you, again , for partnering with us on this important project.

Sincerely,

[local section contact name]

 [title]

Donated Item(s): Donor’s Estimated Value:

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