

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Name
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Company		
Address Line		
City, State Zip Code		

Re: Tax Receipt for Fundraiser Dinner (Request by Attendee)

Dear :

I had a wonderful time at the Charity Ball. I was very happy to know that {organization} raised enough money to feed the starving children and clothe the homeless. I would love to participate in any other events that {organization} hosts to help the less fortunate. I am writing to request a receipt for the ticket and donation I made. I need this receipt for tax purposes. Thank you for your help and thank you for a wonderful time.

Sincerely,

N A M E