<insert church or organization logo>

<date>

Grantor(s)

Grantor Address

Dear <names of grantor(s)>:

It is our pleasure to acknowledge the receipt of the $ <insert amount> grant which you recommended from the <named fund> of the Episcopal Church Foundation’s Donor-advised Fund (DAF) on <insert date> to benefit <insert purpose if noted>. Thank you so much for your commitment to <parish> <organization>.

This letter is not a written acknowledgment for purposes of the IRS and should not be used to substantiate a charitable contribution on your personal tax return. However, this letter does serve as confirmation that you were were provided no goods or services (memberships, tickets or other benefits) in consideration for the above mentioned grant and that it was not used to satisfy a pledge commitment or other personal or corporate obligation.

<insert personal or particular note>

If you have any questions or if we can be of further assistance, please contact <contact name> at <ph #> , or e-mail us at <e-mail>.

Sincerely,

<insert signer>

<title> , <parish/org>