

# Sample Thank You Letter/Receipt

[Date]

[Donor Name]  
[Donor Street]  
[Donor City, State, Zip]

Dear [Donor Name]:

Your kindness gives hope to many individuals and families served through the [Name of Conference] of the Society of St. Vincent de Paul. We thank you from the heart for your gift of [Gift Amount], received on [Date Received] to benefit our programs for the working poor. We deeply appreciate your caring commitment to helping those who need it most.

We receive numerous calls from people in our parish and surrounding community in need of food, clothing and assistance with rent or utilities. Our faithful volunteers deliver food boxes to families in their homes and then take a few moments to visit with them to learn if there are ways that St. Vincent de Paul can help them get back on their feet. Sometimes, just the visit alone can mean the world to someone who is going through a difficult time. You make all of this possible through your generous gift.

Please feel welcome to contact us at [Conference phone number] if we can assist you in any way. Again, thank you for your kindness and generosity.

Warmest Regards,

[Conference President Name]  
Conference President

**For tax purposes:**

No goods or services were promised or provided by St. Vincent de Paul in return for this gift. Your gift is tax-deductible as allowed by law. Your gift may qualify for an Arizona tax credit of **up to \$800** for Contributions to Qualifying Charitable Organizations. Please consult your tax advisor. Tax ID 86-0096789. Arizona QCO code 20540.