

*(To be put on RO letterhead)*

### **Contribution Acknowledgement**

Thank you for your donation to the \_\_\_\_\_ Regional Office. We appreciate your generosity and contribution which will be used to support people with developmental disabilities.

*The \_\_\_\_\_ Regional Office is considered a “charitable organization” under Section 170 (c) of the Internal Revenue Code and your donation may be considered to be a “charitable contribution” for an income tax deduction. It is **your** responsibility to obtain acceptance from the IRS for the fair market value you assigned to the item you donated.*

Date: \_\_\_\_\_

Donor's name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Description of item donated: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Fair Market Value (assessed by the donor)

\$ \_\_\_\_\_

\_\_\_\_\_  
Regional Office Director or Designee

*If you have any questions, please contact us at \_\_\_\_\_*

*Thanks again for your support!*