**The «Paid\_from\_»**

**2300 N Street, NW, Suite 300-RLK**

**Washington, DC 20037**

December 26, 2020

«Charity»

Attention: «Full\_Contact\_Name»

«Address\_Line\_1»

«Address\_Line\_2»

«CityState» «Post\_Code»

**Re: Charitable Gift**

**Our Records Show You Listed on the IRS Site as «Charity»**

**With EIN of: «EIN»**

Dear Ms. Burke:

I am pleased to advise you that we have processed a credit card distribution in the amount of «Amount\_in\_words» («Amount») at the direction of Todd E. Harper, the Foundation's President, representing a charitable gift to your worthy organization for whatever purposes your organization deems proper.

Please send us a receipt that is required by the Internal Revenue Service, in keeping with federal and stateregulations regarding charitable donations. Enclosed please find a format you are welcome to use. We ask that you kindly deliver to us that receipt by email or regular mail within two (2) weeks.

You are kindly reminded that we would prefer not to be added to any solicitation lists (although announcements of special events are welcome).

Sincerely,

«Paid\_from\_»

By: Roy L. Kaufmann

Director

RLK/dmp

Enc.

cc: «CC» -

«Form\_Name»

«Charity»

«Address\_Line\_1»

«Address\_Line\_2» «Charity»

EIN: «EIN»

RECEIPT

Received from: The «Paid\_from\_»

Date: See Below

Amount Received: «Amount»

*This Gift is tax-deductible to the fullest extent of the law. No goods or services, as defined by the Internal Revenue Service, have been provided as a consideration for this gift, in keeping with federal and state regulations regarding charitable donations*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Mail Receipt to:

«Paid\_from\_»

2300 N Street, NW, Suite 300-RLK

Washington, D.C. 20037