**SAMPLE GIFT ACKNOWLEDGEMENT LETTER**

**FOR NONCASH GIFTS RECEIVED FOR MASTER GARDENER/4-H PROGRAMS**

**—NO GOODS OR SERVICES ARE PROVIDED—**

DATE

Name of Donor

Address

City / State / Zip

Dear (*Name of Donor, preferably first name(s) when possible*):

Thank you for your contribution to the [Name of 501(c)(3)] or [Name of County] Cooperative Extension Service in support of the Master Gardener program] (Federal Tax ID #: *list either the 501(c)(3) number* *or for Extension, list* 62-1712458) of the following in-kind gift(s) received on DATE: ITEMIZE/DETAIL AS MUCH AS POSSIBLE. No good or services were provided in exchange for your contribution.

Your generosity allows us to expand the mission of the University of Arkansas System Division of Agriculture Cooperative Extension Service by training and equipping volunteers to advance the science and art of horticulture in local communities. We are committed to being worthy of your continued investment in our programs.

Sincerely,

[Staff Chair Name]

Staff Chair, (Name of County)

cc: File

*Please retain this gift receipt for your tax records.*

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Your generosity allows us to expand the mission of the University of Arkansas System Division of Agriculture Cooperative Extension Service by training and equipping volunteers to advance the science and art of horticulture in local communities. We are committed to being worthy of your continued investment in our programs.

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[Staff Chair Name]

Staff Chair, (Name of County)

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*You are encouraged to consult your financial advisor regarding the value of your gift. Please retain this gift receipt for your tax records.*