[Date]

[Addressee]

[Address Line 1]

[City, State Zip]

Dear [Addressee],

Thank you for your generous donation of [cash or check amount <OR> in-kind item description (do not put the value of the in-kind item per IRS recommendations)] on [date] to [Friends Group Name], a proud affiliate of Parks & Trails Council.

Your support is integral to the completion of [habitat restoration project] in [state park]. This project aims to [project goals].

We truly appreciate your contribution, which supports [Friends Group]’s mission of [mission]. This work would not happen without the support of our community and contributions like yours. We are grateful for your part in making this habitat restoration project a success.

[[Include anything else you’d like to mention, such as inviting them to an upcoming event or sharing more specific details about the project metrics]]

With gratitude,

[[Name]], [[Friends Group]] [[Role]]

**Please keep this letter for tax purposes** to show that no good or services were provided in exchange for your contribution. [[Friends Group Name]] is a proud affiliate of the Parks & Trails Council of Minnesota, a 501 (C) (3) nonprofit organization. All contributions make to the Parks & Trails Council of Minnesota are tax deductible to the full extent of the law. Parks & Trails Federal Tax I.D. is #41-1450303.