

**Sample Letter to Charity Requesting Written Acknowledgment of Volunteer Services**

Dear Charity:

As you probably know, an out-of-pocket expense of \$250 or more incurred in connection with performing volunteer services for your organization is not deductible for federal income tax purposes unless I receive a written acknowledgment from your organization. The acknowledgment must describe the volunteer services that I provided to your organization, and if I was provided with goods or services, a description and good faith estimate of the value of such items (or if the only items provided were intangible religious benefits, a statement to that effect).

I incurred out-of-pocket expenses in connection with performing volunteer services for your organization during 2013. However, I did not receive an acknowledgment of the services (or the acknowledgment I received did not include the required information). As soon as possible, please provide me with an acknowledgment of my [Year] volunteer services that includes the information listed above. Alternatively, you may complete the bottom portion of this letter and return a copy of it in lieu of providing a separate acknowledgment. The acknowledgment or a signed copy of this letter should be returned to: [Donor's Name and Address].

Thanks in advance for your prompt attention to this matter.

Sincerely,

\_\_\_\_\_

**ACKNOWLEDGMENT:**

During [Year], the following volunteer services were performed by [Donor's Name]:

Description of services provided: \_\_\_\_\_

Activity for which services were provided: \_\_\_\_\_

Check the statement that applies:

No goods or services were furnished in return for the donation(s), or

Only intangible religious benefits were provided in exchange for the donation(s), or

The following goods or services were furnished in return for the donation(s):

Description of Goods or Services	Estimated Value
_____	\$ _____

Name of Charity: \_\_\_\_\_

By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_