

**School District of Holmen**

**1019 Mc Hugh Road**

**Holmen, Wisconsin 54636**

**(608) 526-6610 (608) 526-1333 FAX**

**www.holmen.k12.wi.us**

*(Date)*

RE: Donation to the School District of Holmen

Dear *(Mr. Ms. Name)*:

This letter is to acknowledge the donation received from *(name, address, telephone #)* on *(date)*. We would like to express our appreciation for your generosity.

The School District of Holmen is a tax-exempt nonprofit organization. As such your donation may qualify as an income tax deduction. We encourage you to contact a qualified income tax professional in this regard.

The following item(s) have been received at *(List the name of the building or program area)* on *(date)*

* *(List the make, model, approximate age and general condition information as appropriate and available. Do not attempt to place a value on the item as this may create obligation by the district regarding any IRS deduction claimed by the donating individual.)*
*

We note that you neither received goods and/or services in exchange for this donation or the value of any goods and/or services as falls within the definition of “low cost articles” under Section 513 (h)(2) of the Internal Revenue Code.

Sincerely yours,

*(Name, Title)*

cc: file

 Julie Holman, Director of Finance & Operations

 Dr. Kristin Mueller, District Administrator