

**Sample Letter**  
**4-H Donation Receipt Letter**  
6/2015

(Insert county, 4-H VMO or unit letterhead here)

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(Date)

Re: Donation to 4-H Youth Development Program  
University of California FEIN # 94-3067788

Dear (Name of Donor):

Thank you for your gift of *<insert amount or items received>* to the *<insert particular purpose, project, or club if solicited for specific purpose, project, or club or designated by the donor>* received on *<insert date>*. (**OR:** Thank you for your gift of *<insert amount or items received>* to the 4-H Youth Development program> received on *<insert date>*.) Your support will help make a positive impact in the lives of young people by helping them to reach their fullest potential and thrive as caring, competent, confident leaders of character who contribute and are connected to their communities.

No goods or services were provided in exchange for your contribution. (**OR:** In exchange for your contribution, you received a *<insert good or service>* with an estimated fair market value of *<insert amount>*.) Please retain this letter for your tax records.

The Regents of the University of California ("The Regents") is the legal entity composing the University of California system, which consists of ten campuses and the Office of the President. The University of California is the land grant university for the State of California created by the State Legislature in 1868 and was originally recognized by the IRS as exempt from federal income tax under section 501(c)(3) in 1939.

The Office of the President is the central administrative office of the UC system. Within this office is the Division of Agriculture and Natural Resources ("ANR") which operates the 4-H Youth Development Program, including over 800 4-H units throughout the State of California. The 4-H units' activities are tax-exempt under the umbrella of the university's section 501(c)(3) status.

Sincerely,

(Name)  
(Insert role)  
(Insert County name, 4-H VMO or unit name here)

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