

SAMPLE LETTER FOR REQUESTING A CWA

[DATE]

Dear Sir or Madam:

During calendar year [YEAR], I made charitable contribution(s) to your charity on the dates and in the amounts shown below:

Date of Contribution	Amount of Contribution

Internal Revenue Code Section 170(f)(8) requires a Contemporaneous Written Acknowledgement (CWA) from the charity in order for a donor to be able to deduct contributions of \$250 or more. The CWA must include the date and amount of the contribution(s), as well as an acknowledgement that “no goods or services were provided in exchange for this contribution.” As of today’s date, I have not received a CWA from your charity acknowledging my [YEAR] contributions.

In order to deduct my [YEAR] contributions, and to make additional contributions in the future, please provide me with a CWA on your charity’s letterhead to the undersigned acknowledging the date and amount of each contribution, as well as a statement that “no goods or services were provided in exchange for this contribution.”

Thank you in advance for your prompt attention to this matter.

Sincerely yours,

[SIGNATURE]

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[FULL NAME]