



**GREAT PLAINS
FOOD BANK**

The Anatomy of a Thank You Letter



SENDING THANK YOU LETTERS



Why you should send thank you letters:

Because your mom told you to write thank you notes for any gift you received.



THANK YOU LETTER EXAMPLE



The following slides are composed of an example **Thank You letter** we use at **Great Plains Food Bank.**

We have cut it up into bite sized pieces so we can talk about them.

THANK YOU LETTER EXAMPLE



Acknowledge the gift and purpose. What is the purpose at your agency.

Thank you for your impactful gift of **\$«AMOUNT»** to end hunger for our children, older adults, and families across North Dakota and Clay County, Minnesota.

THANK YOU LETTER EXAMPLE



Throw in some history, statistics. Tell the story of the impact to your community.

Friends like you have been helping us provide nutritious food for our neighbors living with food insecurity for 40 years. Because of your support, what started as an organization serving individuals in the Fargo-Moorhead area has now grown to provide 11 million pounds of food to more than 156,000 people residing in hundreds of communities across North Dakota and Clay County, Minnesota.

THANK YOU LETTER EXAMPLE



Personalize it. Invite donors to take a look around. Hear the stories. Invite them to volunteer.

I invite you to visit GreatPlainsFoodBank.org for a brief look back and to learn more about how your gifts are changing lives!

THANK YOU LETTER EXAMPLE



What do you see for the future? How can we get there?

As we look to the future, partners like you will continue to play a vital role in meeting the immediate hunger needs of our neighbors, addressing the root causes of hunger, and building a future where hunger no longer exists. Together we can continue to end hunger today, tomorrow, and for good!

DON'T FORGET IRS RULES!



The written acknowledgment required to substantiate a charitable contribution of \$250 or more must contain the following information:

- name of the organization;
- amount of cash contribution;
- description (but not value) of non-cash contribution;
- statement that no goods or services were provided by the organization, if that is the case;
- description and good faith estimate of the value of goods or services, if any, that organization provided in return for the contribution; and
- statement that goods or services, if any, that the organization provided in return for the contribution consisted entirely of intangible religious benefits, if that was the case.
- Exceptions are Donor-advised funds and In-kind contributions.