

Sample Letter from Charities to Donors upon sale or disposition of donated property:

Please adopt either of these sample letters when donated property is either sold or disposed within three years of the donation.

(On your letterhead)

12/29/06

Dear *(Donor)*

We want to again thank you for your donation of _____.

Regretfully, we need to inform you that we have disposed of your property. We are certifying that our expected and intended use for your generous gift has become impossible or infeasible and impractical to implement.

Please inform and consult with your tax advisor regarding any impact this may have on any charitable deduction that may have been claimed based on this gift.

Sincerely,

(Financial Secretary or other responsible officer)

(On your letterhead)

12/29/06

Dear *(Donor)*

We want to again thank you for your donation of .

This letter is to inform you we used your donation in the following ways which helped us further our purposes.

As of this date, however, we have had to dispose of your property. Please consult your tax advisor regarding any tax implications.

Sincerely,

,
(Financial Secretary or other responsible officer)