**Template Thank You Letter for Donors:**

**Oklahoma Equal Opportunity Scholarship Tax Credit

Purpose:** This letter can be customized by your district or foundation to thank supporters for their contribution. It also serves as written confirmation of the donation for tax purposes. (A more personal handwritten note is also recommended.)

Dear [Donor]:

I would like to take this opportunity, on behalf of [District or Foundation], to thank you for your generous donation. The funds will be used to provide innovative educational opportunities for [District] students. [If the dollars will be earmarked for a specific project or initiative, please include the details here.]

[District or Foundation][has notified or will notify] the Oklahoma Tax Commission that your contribution of $[amount] for [one year or two years] should be eligible for a tax credit under the Oklahoma Equal Opportunity Scholarship Act for the [eligible years] tax year[s].

Please submit this letter, along with the donor agreement, to your tax preparer as documentation of your contribution. The [District or Foundation]’s federal EIN is [number].

Thank you again for your support of [District or Foundation].

Sincerely,
[Name], [Title]
[District or Foundation]