Mr. Ryan Francom  
456 Somewhere Road  
Best Town, Best State 88888

1/1/2010

Bill Stevenson  
XYZ Charity  
123 Anywhere Street  
Somewhereville, Best State 88889

Dear Mr. Stevenson,

I am writing to request a copy of a donation receipt for tax purposes. Can you please send us a copy of our donation receipt for the 2009 calendar year? We made two donations totaling $500 dollars. We look forward to your prompt reply.

Sincerely,

Ryan Francom