

June 1, 2026

Attn: [DONOR]
[Address]
[Address]

Re: Donations to the Kay Foundation

Dear [Mr./Mrs.] [DONOR],

On behalf of everyone at Kay Foundation, thank you for your generous support of our mission to provide veterinary care to the animals of the greater Dallas area.

The Kay Foundation is a tax-exempt organization as described in Section 501(c)(3) of the Internal Revenue Code; EIN: 61-2248179. Accordingly, your contribution is tax-deductible to the extent allowed by law. Please retain this letter as your official written acknowledgment for tax purposes.

Donation Details:

Date of Contribution: [Date]

Amount of Cash Contribution: \$[Amount] [Complete if cash/check/credit card gift]

Description of Non-Cash Property (if applicable): [Insert description of property; do not state value]
[Complete if non-cash gift]

Tax Substantiation Statement:

[Option 1 - Standard (No Goods or Services): "No goods or services were provided by the Kay Foundation in return for your contribution."

Option 2 - Goods or Services Provided (use instead of Option 1 if applicable): "In exchange for your contribution, the Kay Foundation provided the following goods and/or services: [Description]. We estimate the value of these goods and/or services to be \$[Insert Value]. Your deductible contribution is the excess of your gift over this value."

[You have donated under \$250, so, in order to claim your deduction, simply file this letter with a bank record or receipt in your next tax return.]

[You have donated over \$500, so, in order to claim your deduction, file this letter and IRS Form 8283 (Section A) with your tax return.]

[You have donated over \$5,000, so, in order to claim your deduction, file this letter and IRS Form 8283 (Section B) with your tax return.]

Your support is vital to our efforts, and we are deeply grateful for your belief in our work. Please keep this letter for your records as documentation of your tax-deductible contribution.

Thank you again for your generosity.

Sincerely yours,

The Kay Foundation

A Texas Not-for-Profit Corporation

By: _____
Trevor Irwin, Director