[Date]

[Donor Name],

For tax purposes, the IRS requires a detailed listing of all contributions of $250 or more given at one time. Below is a detailed listing for this purpose:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** |  | **Amount** |  | **Date** |  | **Amount** |
|  |  | $ |  |  |  | $ |
|  |  | $ |  |  |  | $ |
|  |  | $ |  |  |  | $ |
|  |  | $ |  |  |  | $ |
|  |  | $ |  |  |  | $ |
|  |  | $ |  |  |  | $ |
|  |  | $ |  |  |  | $ |
|  |  | $ |  |  |  | $ |
|  |  | $ |  |  |  | $ |

Yours in Christ,

[Your Name]

[Title]