<Date>

Dear [DONOR NAME],

Thank you for your gracious donation to Kingdom Embassy Church Inc., a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code (EIN #: 84-3656915).

During the year [YEAR], you made a donation of [AMOUNT] in tithes and offerings. No goods or services were provided to you in exchange for your donation.

Please retain this letter for your tax records.

With gratitude,

Kingdom Embassy Church Inc.