**Template Request Letter for Donors:**

**Oklahoma Equal Opportunity Scholarship Tax Credit

Purpose:** This letter can be customized by your district or foundation to communicate with potential donors about the Oklahoma Equal Opportunity Scholarship tax credit.

Before using the letter, establish qualifying criteria for your district. **This letter is for donors who will likely meet your criteria.**

Some donors will likely not meet your criteria; however, you will likely continue to send them a routine fundraising letter. Use the postscript at the end of this document (with your routine fundraising language) to explain what is required for them to qualify for the tax credit.

Dear [Donor]:

Thank you for your previous support of [District or Foundation]. Because of generous, caring people like you, we’ve provided our students with innovative resources to improve their educational experience including:

* [Example of new or enhanced program]
* [Example of new or enhanced program]
* [Example of new or enhanced program]

We are thrilled to share with you a new opportunity that will allow you and other donors to make an even greater difference for [District] students. The Oklahoma Equal Opportunity Education Scholarship Act allows supporters of public education to receive an up to **50-75% tax credit** for their contributions to [District or Foundation]. 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.]

Our organization can honor a total of $200,000 in tax credits each year according to the following criteria:

* One-year donations of at least $[amount established by entity] are eligible for a tax credit of up to 50%.
* Two-year commitments of $[amount established by entity] each year are eligible for a tax credit of up to 75%.

We would love to visit with you in greater detail about this opportunity to partner together to transform educational opportunities for students. [Organization representative] will contact you soon to see if you are available for a meeting to learn more. If you have any questions or would like to talk immediately, you are welcome to contact [Name], [Title] at [phone number] anytime.

Thank you for your support of [District or Foundation]. We are grateful for your investment in [District] students.

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

**-- End of Letter –**

**Postscript to add to routine letters for likely non-eligible donors:**

**Please Note:** Through the Oklahoma Education Scholarship Act, donations to [District or Foundation] exceeding $[amount established by entity] may be eligible for an up to 50-75% tax credit. If you would like to make an even greater investment in [District] students to qualify for this program, please contact [Name], [Title] at [phone number]. To qualify for the tax credit, [District or Foundation] must submit proof of your eligibility to the Oklahoma Tax Commission.