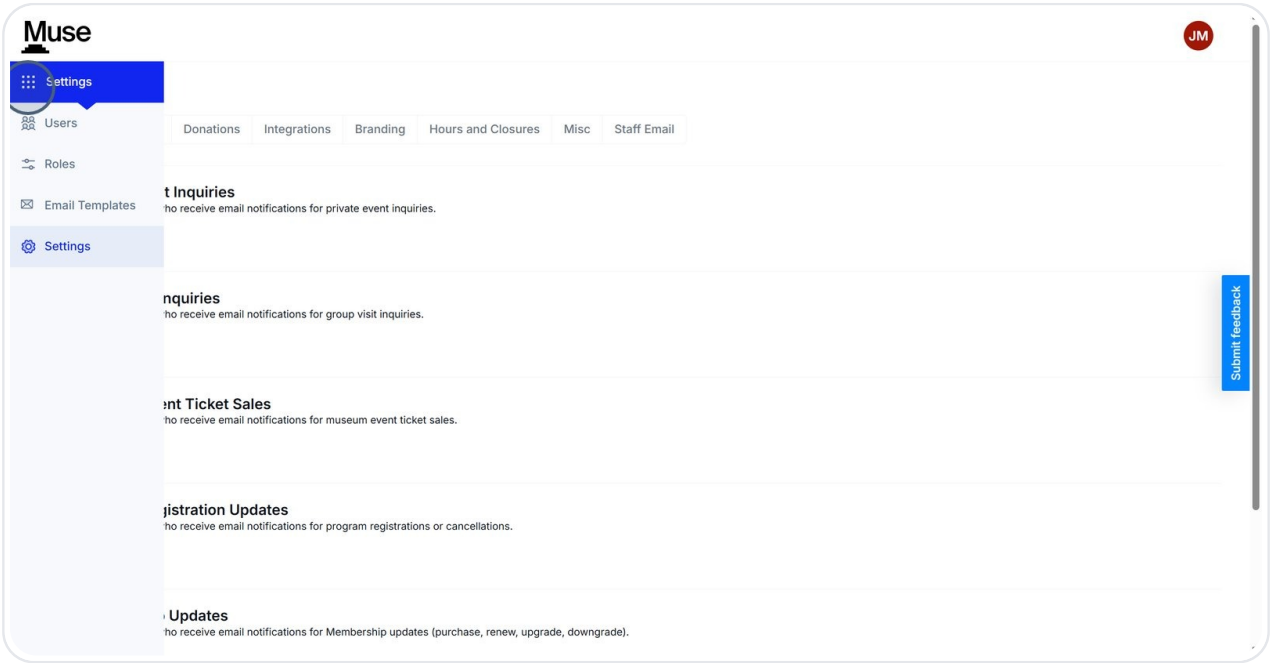


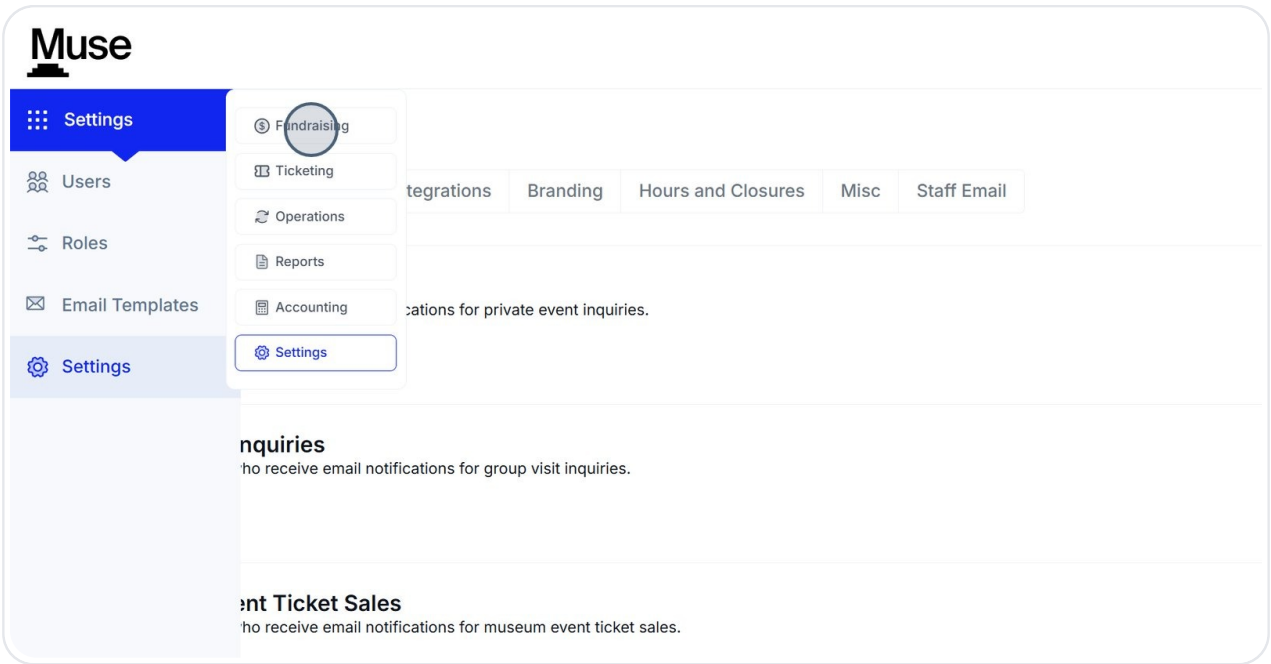


Acknowledgement Letters

1. Click on the blue North Star icon.



2. Select 'Fundraising'



3. Open 'Settings' in the Fundraising navigation menu.

Muse

Q Search for an individual or organization

JM

Fundraising

g Dashboard

Dashboard

Create a contact

Create a task

Record a pledge

Constituents

Campaigns

Donations

Events

Tasks

Reports

Settings

Name	Campaign	Commitment Type	Payment Type	Frequency	Amount
Jodgers Family Fund for the Arts	General Fund	Donation	Money	One-time	\$1,000.00
ne Bailey	2026 Capital Campaign	Donation	Money	One-time	\$500.00
ne Bailey	General Fund	Donation	Money	Monthly	\$25.00
ida Fraser	General Fund	Donation	Money	Monthly	\$25.00
Adams	2026 Capital Campaign	Donation	Money	Monthly	\$5.00

There are no incomplete tasks due today

ersary 27.97%

2026 Capital Campaign 0.60%

Submit feedback

4. Navigate to the Acknowledgement Letters tab to access all your donor notification templates in one place.

Muse

Q Search for an individual or organization

JM

Fundraising Settings

Acknowledgement Letters

Tags

Acknowledgement Letter Threshold

Global Threshold

\$250.00

Template Management

No-Consideration Template

Dear *CONSTITUENTTITLE* *CONSTITUENTFIRSTNAME* *CONSTITUENTLASTNAME*,

Thank you for your generous contribution of *AMOUNT* made to the The Muse Collective on *DATEOFCONTRIBUTION*. Your support plays a vital role in the success of our educational programs, exhibition and preservation efforts. We are incredibly grateful for your generosity and commitment to our mission.

As required for tax purposes, please note that no goods or services were provided in exchange for your contribution.

Please retain this letter for your records. Should you have any questions or need additional documentation, feel free to contact us.

With sincere appreciation,

Save changes

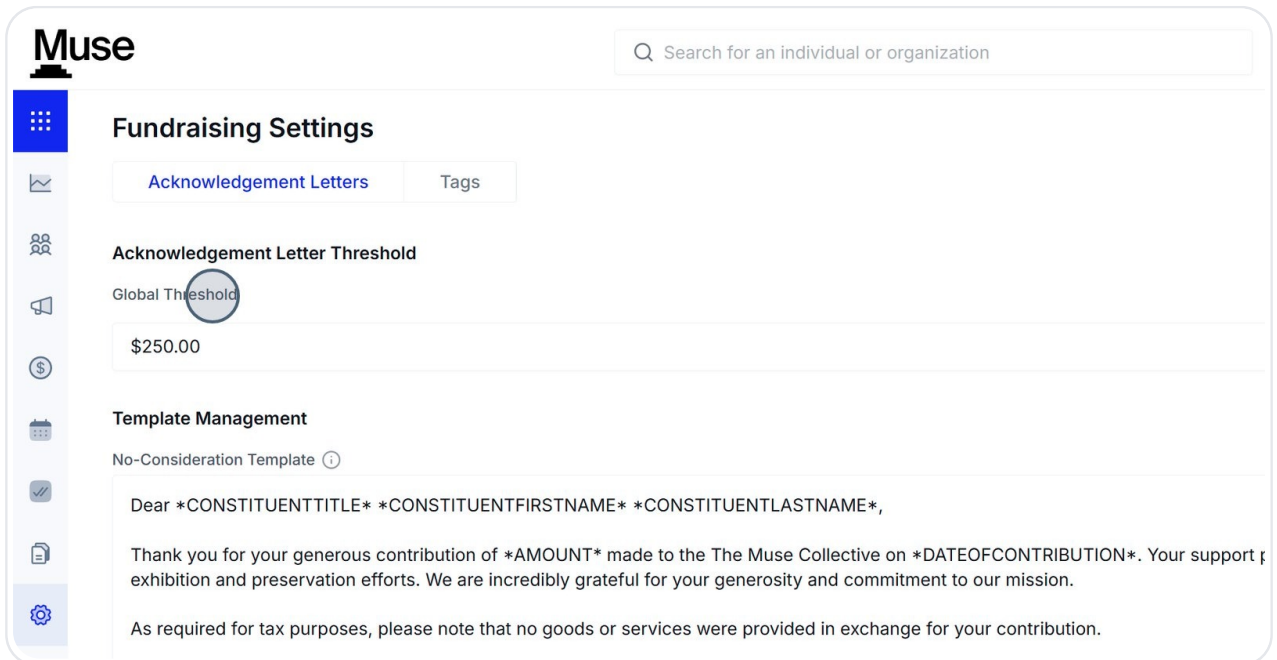
In-Kind Template

Dear *CONSTITUENTTITLE* *CONSTITUENTFIRSTNAME* *CONSTITUENTLASTNAME*,

Thank you for your generous contribution of the following on *DATEOFCONTRIBUTION*:

Submit feedback

5. Adjust the Global Threshold to control when contributors automatically receive a thank-you letter. Donations made above the amount entered in the Global Threshold field are automatically added to a "Review Letter" queue so that you can handle acknowledgment manually for larger donations.



Muse

Search for an individual or organization

Fundraising Settings

[Acknowledgement Letters](#) [Tags](#)

Acknowledgement Letter Threshold

Global Threshold

\$250.00

Template Management

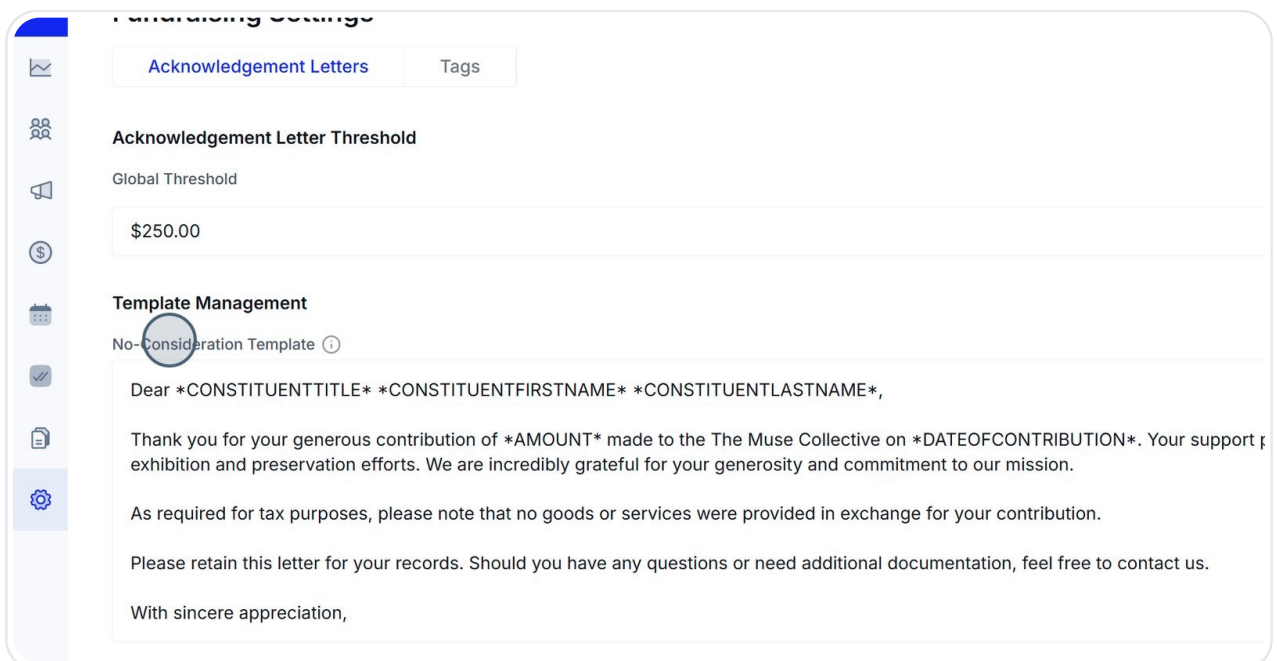
No-Consideration Template ⓘ

Dear *CONSTITUENTTITLE* *CONSTITUENTFIRSTNAME* *CONSTITUENTLASTNAME*,

Thank you for your generous contribution of *AMOUNT* made to the The Muse Collective on *DATEOFCONTRIBUTION*. Your support for our exhibition and preservation efforts. We are incredibly grateful for your generosity and commitment to our mission.

As required for tax purposes, please note that no goods or services were provided in exchange for your contribution.

6. Donations made below the amount entered in Global Threshold field will receive an automatic acknowledgement letter, configured in the following No-Consideration Template field.



Fundraising Settings

[Acknowledgement Letters](#) [Tags](#)

Acknowledgement Letter Threshold

Global Threshold

\$250.00

Template Management

No-Consideration Template ⓘ

Dear *CONSTITUENTTITLE* *CONSTITUENTFIRSTNAME* *CONSTITUENTLASTNAME*,

Thank you for your generous contribution of *AMOUNT* made to the The Muse Collective on *DATEOFCONTRIBUTION*. Your support for our exhibition and preservation efforts. We are incredibly grateful for your generosity and commitment to our mission.

As required for tax purposes, please note that no goods or services were provided in exchange for your contribution.

Please retain this letter for your records. Should you have any questions or need additional documentation, feel free to contact us.

With sincere appreciation,

7. The In-Kind template is to be used if a donation is indicated to have been made "in-kind".

The screenshot shows the 'In-Kind Template' in the Muse system. On the left is a vertical sidebar with icons for various functions: a line graph, a group of people, a megaphone, a dollar sign, a calendar, a checkmark, a document, and a gear (selected). The main content area has a header with the Muse logo and a search bar. Below the header, the template text is as follows:

Thank you for your generous contribution of *AMOUNT* made to the The Muse Collective on *DATEOFCONTRIBUTION*. Your support p
exhibition and preservation efforts. We are incredibly grateful for your generosity and commitment to our mission.

As required for tax purposes, please note that no goods or services were provided in exchange for your contribution.

Please retain this letter for your records. Should you have any questions or need additional documentation, feel free to contact us.

With sincere appreciation,

In-Kind Template ⓘ

Dear *CONSTITUENTTITLE* *CONSTITUENTFIRSTNAME* *CONSTITUENTLASTNAME*,

Thank you for your generous contribution of the following on *DATEOFCONTRIBUTION*:

DESCRIPTION

Your support plays a vital role in the success of our educational programs, exhibition and preservation efforts. We are incredibly grateful

As required for tax purposes, please note that no goods or services were provided in exchange for your contribution.

Please retain this letter for your records. Should you have any questions or need additional documetation, feel free to contact us.

8. The FMV Template is to be used for donations where something with a fair market value (e.g., tickets) are given to the donor in return.

The screenshot shows the 'FMV Template' in the Muse system. On the left is a vertical sidebar with icons for various functions: a grid, a line graph, a group of people, a megaphone, a dollar sign, a calendar, a checkmark, a document, and a gear (selected). The main content area has a header with the Muse logo and a search bar. Below the header, the template text is as follows:

As required for tax purposes, please note that no goods or services were provided in exchange for your contribution.

Please retain this letter for your records. Should you have any questions or need additional documetation, feel free to contact us.

With sincere appreciation,

FMV Template ⓘ

Dear *CONSTITUENTTITLE* *CONSTITUENTFIRSTNAME* *CONSTITUENTLASTNAME*,

Thank you for your generous contribution of *AMOUNT* made to the The Muse Collective on *DATEOFCONTRIBUTION*. Your support p
exhibition and preservation efforts. We are incredibly grateful for your generosity and commitment to our mission.

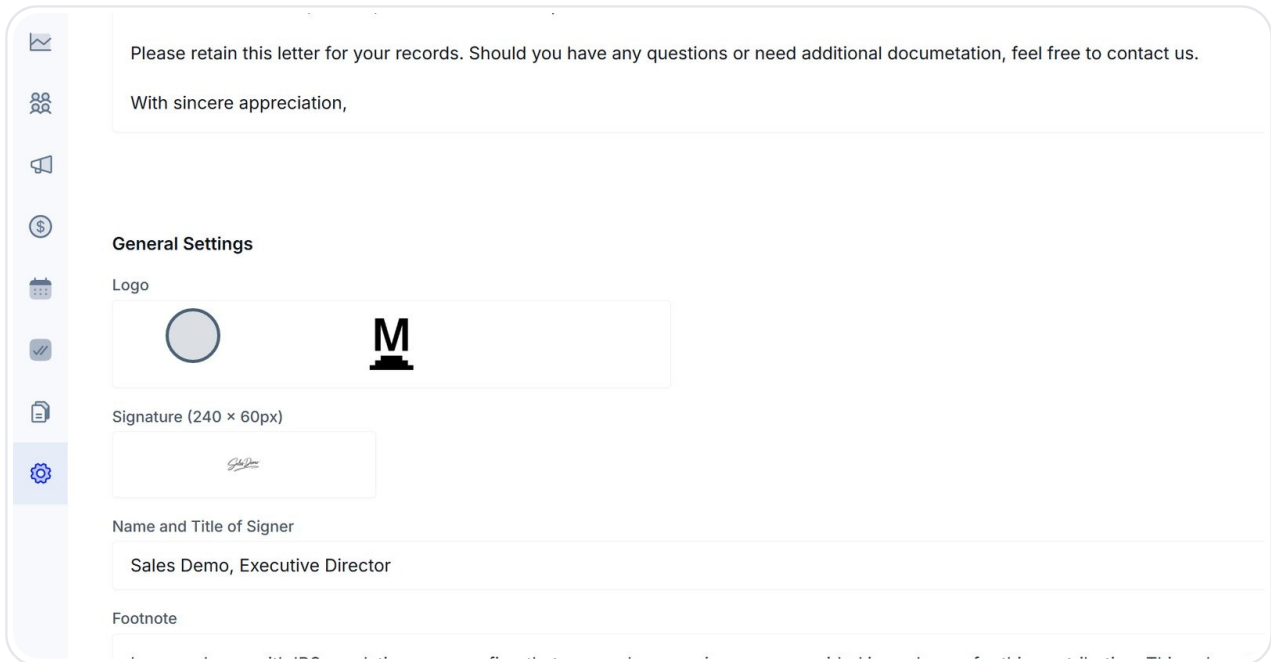
As required for tax purposes, please note that the following goods or services were provided in exchange for your contribution:

- Admission Tickets, if used, are valued at \$FMV per ticket.

Please retain this letter for your records. Should you have any questions or need additional documetation, feel free to contact us.

With sincere appreciation,

9. Click the Logo upload area to save your logo, which will appear on all acknowledgement letter types.



The screenshot shows a web interface with a sidebar on the left containing icons for various functions. The main content area is titled "General Settings" and contains several input fields. The "Logo" field is highlighted with a blue border and contains a placeholder image of a blue circle and a black letter "M". The "Signature (240 x 60px)" field contains a placeholder image of a signature. The "Name and Title of Signer" field contains the text "Sales Demo, Executive Director". The "Footnote" field is empty.

Please retain this letter for your records. Should you have any questions or need additional documetation, feel free to contact us.

With sincere appreciation,

General Settings

Logo

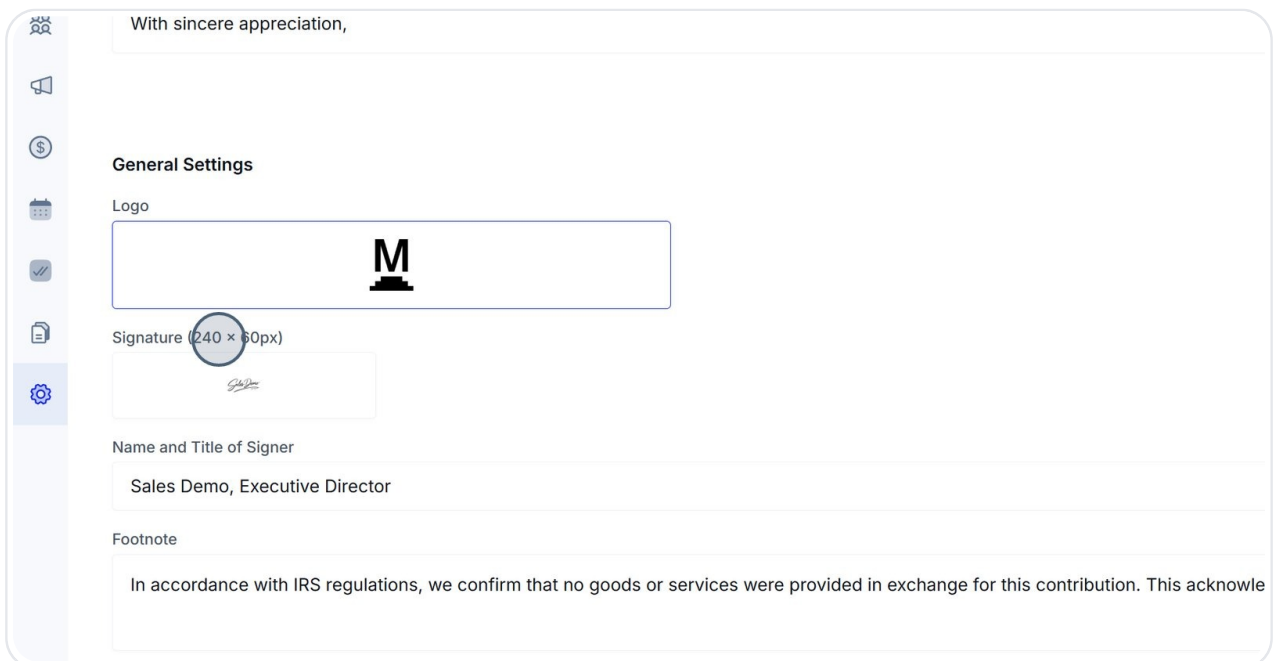
Signature (240 x 60px)

Name and Title of Signer

Sales Demo, Executive Director

Footnote

10. Click the Signature upload area to upload a signature of the signer of all acknowledgement letter types. The signature image size is 240 x 60PX.



The screenshot shows the same web interface as the previous one, but with the "Signature (240 x 60px)" field highlighted with a blue border. The "Logo" field now contains a placeholder image of a black letter "M". The "Name and Title of Signer" field contains the text "Sales Demo, Executive Director". The "Footnote" field contains the text "In accordance with IRS regulations, we confirm that no goods or services were provided in exchange for this contribution. This acknowle".

With sincere appreciation,

General Settings

Logo

Signature (240 x 60px)

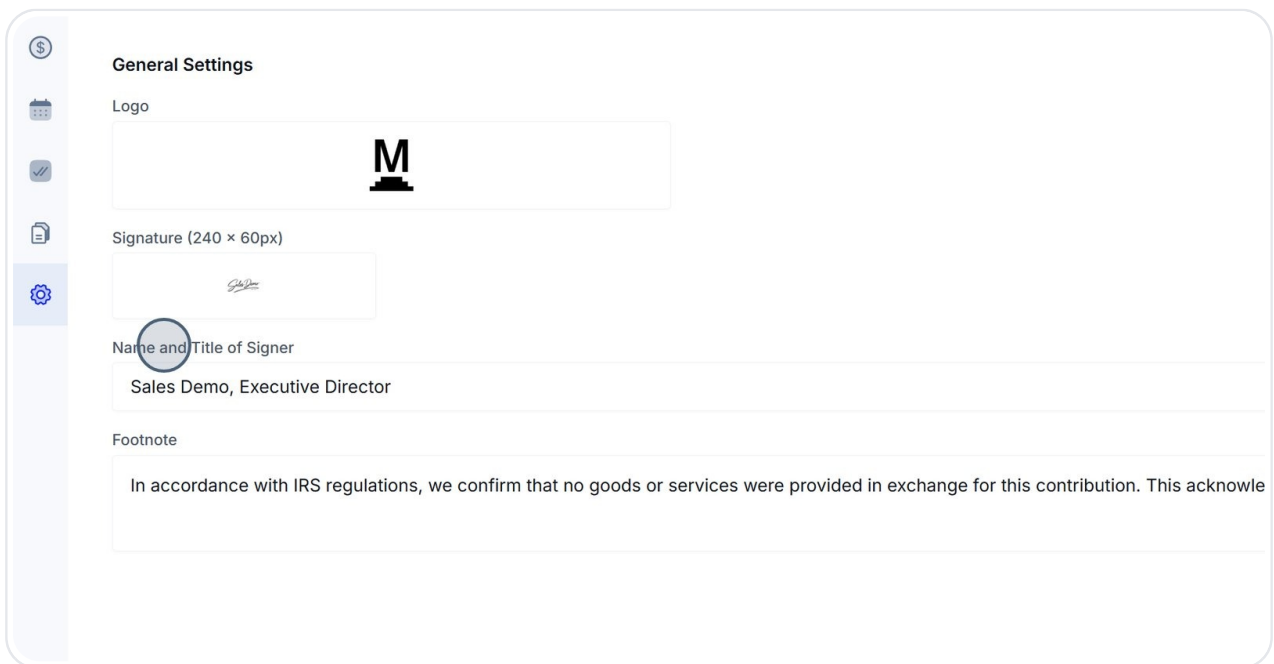
Name and Title of Signer

Sales Demo, Executive Director

Footnote

In accordance with IRS regulations, we confirm that no goods or services were provided in exchange for this contribution. This acknowle

11. The Name and Title of Signer is the printed name of the signature that will appear at the bottom of all of the above email templates. You also have the option to enclose a footnote on all of the above email templates.



The screenshot shows a 'General Settings' form with a sidebar on the left containing icons for currency, calendar, checklist, document, and settings (the settings icon is highlighted). The form fields are: 'Logo' with a placeholder 'M'; 'Signature (240 x 60px)' with a handwritten signature; 'Name and Title of Signer' with the text 'Sales Demo, Executive Director'; and 'Footnote' with the text 'In accordance with IRS regulations, we confirm that no goods or services were provided in exchange for this contribution. This acknowle'.

General Settings

Logo

Signature (240 x 60px)

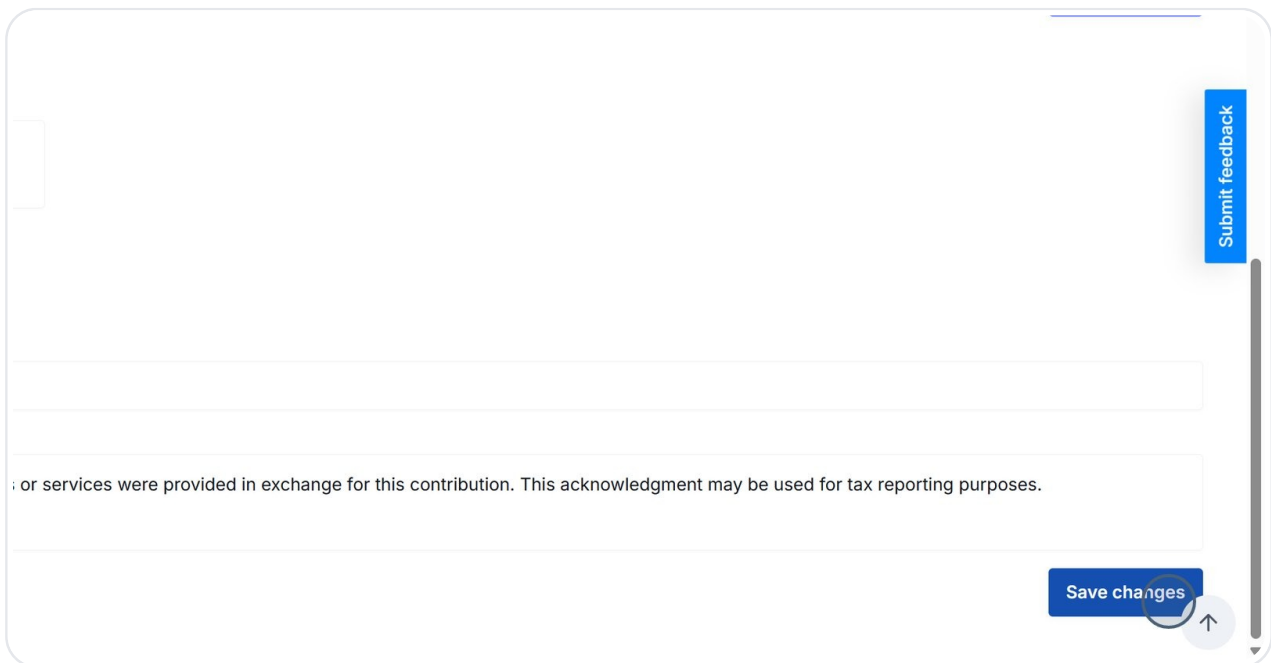
Name and Title of Signer

Sales Demo, Executive Director

Footnote

In accordance with IRS regulations, we confirm that no goods or services were provided in exchange for this contribution. This acknowle

12. Click "Save changes" when finished.



This screenshot shows the bottom portion of the form, including the 'Footnote' text area and the 'Save changes' button, which is circled in blue. A 'Submit feedback' button is visible on the right side of the form.

Submit feedback

Save changes

↑