

## Sample Letter 1—Tax Credit Focused

Timing: end of the year

Hello Family and Friends:

We hope this letter finds you well. We are all doing well and pray you are too. It is hard to believe the year is almost over. **[Child's name]** is enjoying his/her **[school year, ex:7<sup>th</sup> grade, sophomore]** year at **[name of school]**. He/She **[discusses school activities, participation or interests]**. **[2<sup>nd</sup> child's name]** is in **[school year, ex:7<sup>th</sup> grade, sophomore]** year at **[name of school]**. He/She **[discusses school activities, participation or interests]**. **[Be sure to include grown children or any other family updates]**.

**[Name of child/ren]** would not have been able to attend **[Name of School]** for **[number of years]** if it was not for the scholarships they received from **Arizona Christian School Tuition Organization (ACSTO)**. This has only been possible because Arizona Taxpayers like yourself, have given a tax credit donation to ACSTO, who then award scholarships to students attending Christian Schools utilizing these tax credit donations.

When you give a tax credit donation, you receive a dollar for dollar tax credit against your state tax liability. This truly reduces your state income tax responsibility. So, when you file your state taxes, if you traditionally receive a refund—your tax credit donation will increase your refund. If you owe the state, you either reduce the amount you pay or end up with a refund!

As a taxpayer, you are going to have to pay the money anyway, so why not donate your money instead of it going to the state in taxes—***making a tax credit donation will cost you nothing extra***. You can even recommend a **[name of child/ren]** to be considered for the scholarship.

**For [current tax year], a married couple filing jointly may donate to ACSTO up to [current tax credit maximum—refer to our donation card or website] and a single taxpayer may donate up to [current tax credit maximum—refer to our donation card or website]. You may donate anytime throughout the tax year, you can donate all the way up to April 15<sup>th</sup>, or before you file your taxes, whichever comes first, and claim it for the previous tax year as well!**

Please read the enclosed brochures for more information about ACSTO and the donation process. You may also visit their website at [www.acsto.org](http://www.acsto.org). To donate you can complete the form in the donation brochure or donate online. Please be sure to recommend **[child's name]** or **[2nd child's name]** for a scholarship. **It is important to specify [child's full name @ school] and/or [2nd child's name @ school]**. We also encourage you to discuss this great tax credit opportunity with your tax advisor. The state of Arizona also offers several other tax credit opportunities for public school, working poor and foster care. You can participate in all of them if you do not exceed your state tax liability (State tax form 140, "Subtotal of tax").

Donor information is confidential, so please do not feel pressured. We understand it may not be financially possible for you to donate now, but keep in mind this tax credit opportunity is always available. If you can donate we would love for you to let us know so we can thank you! Remember, **this donation will essentially cost you nothing in the end, but will make a huge difference in the lives of [name of child/ren]**.

On behalf of our entire family, thank you for considering this wonderful opportunity. If you have any questions feel free to call **[parent name]** at **[phone number]**, **[parent name]** at **[phone number]** or email us at **[email address]**.

## Sample Letter 2—Tax Credit Focused

### Timing: End of the Year

Hello Family and Friends:

Did you know Arizona residents can provide scholarships to students enrolled in private schools while receiving a dollar for dollar tax credit against their state income tax? What this means is you can donate to a certified school tuition organization, such as **Arizona Christian School Tuition Organization (ACSTO)** and in return, you reduce your state income tax responsibility. You can even recommend a specific school and/or student with your donation. **ACSTO** processes the donations and considers the recommendations when awarding the scholarships to all the applicants. You may donate at any time and claim it as a tax credit for **[tax year]**. You have up until you file your taxes, but no later than April 15<sup>th</sup>, whichever comes first.

Over the past **[number years]** years, **[child name 1]** and **[child name 2]** have benefited greatly from such scholarships, which have made it possible for us to continue to provide them with the educational atmosphere we desire for them.

Please consider donating to ACSTO to help scholarship **[child's name 1]** and/or **[child's name 2]** while receiving a dollar for dollar tax credit. For **[current tax year]**, a married couple filing jointly can donate to ACSTO for a tax credit up to **[current tax credit maximum—refer to our donation card or website]** and a single taxpayer may donate up to **[current tax credit maximum—refer to our donation card or website]**. This allows you as a taxpayer to donate a portion or all of what otherwise would be a state income tax payment.

**Please read the enclosed brochures for more information about ACSTO and the donation process. You may also visit their website at [www.acsto.org](http://www.acsto.org). To donate you can complete the form on the donation brochure or donate online. Please be sure to recommend [child's name] and/or [child's name 2] for a scholarship. It is important to specify [child 1 full name @ school] and/or [child 2 full name 2 @ school]. We also encourage you to discuss this great tax credit opportunity with your tax advisor. The state of Arizona also offers several other tax credit opportunities for public school, working poor and foster care. You can participate in all of them if you do not exceed your state tax liability (State tax form 140, "Subtotal of tax").**

**Donor information is confidential, so please do not feel pressured. We understand it may not be financially possible for you to donate now, but keep in mind this tax credit opportunity is always available. If you can donate we would love for you to let us know so we can thank you! Remember, this donation will essentially cost you nothing in the end, but will make a huge difference in the lives of [name of child/ren].**

On behalf of our entire family, thank you for considering this wonderful opportunity. If you have any questions feel free to call **[parent name]** at **[phone number]**, **[parent name]** at **[phone number]** or email us at **[email address]**.

### **Sample Letter 3—Direct**

#### **Timing: End of the Year**

Hello Family and Friends:

We would like to inform you of an opportunity to receive a tax credit through **Arizona Christian School Tuition Organization (ACSTO)**. For **[current tax year]**, a married couple filing jointly may donate to ACSTO up to **[current tax credit maximum—refer to our donation card or website]** and receive a dollar for dollar tax credit against the taxpayer's Arizona state income tax. A single taxpayer may donate up to **[current tax credit maximum—refer to our donation card or website]**. This allows you as a taxpayer to donate a portion or all your state income tax responsibility. Over the last **[number of years]** years, **[child/children's names]** have benefited greatly from ACSTO scholarships.

**Please read the enclosed brochures for more information about ACSTO and the donation process. You may also visit their website at [www.acsto.org](http://www.acsto.org). To donate you can complete the form on the donation brochure or donate online. Please be sure to recommend [child's name] or [2nd child's name] for a scholarship. It is important to specify [child's full name @ school] and/or [2nd child's name @ school]. We also encourage you to discuss this great tax credit opportunity with your tax advisor. The state of Arizona also offers several other tax credit opportunities for public school, working poor and foster care. You can participate in all of them if you do not exceed your state tax liability (State tax form 140, "Subtotal of tax").**

**Donor information is confidential, so please do not feel pressured. We understand it may not be financially possible for you to donate now, but keep in mind this tax credit opportunity is always available. If you can donate we would love for you to let us know so we can thank you! Remember, this donation will essentially cost you nothing in the end, but will make a huge difference in the lives of [name of child/ren].**

On behalf of our entire family, thank you for considering this wonderful opportunity. If you have any questions feel free to call **[parent name]** at **[phone number]**, **[parent name]** at **[phone number]** or email us at **[email address]**.

## **Sample Letter 4—Direct**

**Timing: Any time of Year**

Hello Family and Friends:

As many of you are aware, **[name of child/children]** have been attending Christian schools since they were in **[grade or age]**. Fortunately, they have received tax credit scholarships from **Arizona Christian School Tuition Organization (ACSTO)**, which has made it possible to attend **[Name of School]**. We thank all those who have participated in this program and hope you to consider donating this year.

**Please read the enclosed brochures for more information about ACSTO and the donation process. You may also visit their website at [www.acsto.org](http://www.acsto.org). To make a tax credit donation you can complete the form on the donation brochure or donate online. Please be sure to recommend **[child's name]** or **[2nd child's name]** for a scholarship. It is important to specify **[child's full name @ school]** and/or **[2nd child's name @ school]**. We also encourage you to discuss this great tax credit opportunity with your tax advisor. The state of Arizona also offers several other tax credit opportunities for public school, working poor and foster care. You can participate in all of them if you do not exceed your state tax liability (State tax form 140, "Subtotal of tax").**

**Donor information is confidential, so please do not feel pressured. We understand it may not be financially possible for you to donate now, but keep in mind this tax credit opportunity is always available. If you can donate we would love for you to let us know so we can thank you! Remember, this donation will essentially cost you nothing in the end, but will make a huge difference in the lives of **[name of child/ren]**.**

**On behalf of our entire family, thank you for considering this wonderful opportunity. If you have any questions feel free to call **[parent name]** at **[phone number]**, **[parent name]** at **[phone number]** or email us at **[email address]**.**

## Sample Letter 5—Spiritual Focused

### Timing: Beginning of School Year

Hello Family and Friends,

As another school year begins, we are excited to have our children enrolled in Christian schools. **[Child's name]** is now a **[grade]** at **[name of school]** and **[2<sup>nd</sup> child's name]** is in **[grade]** at **[name of school]**. We know our children are receiving an excellent education in a loving and nurturing environment as well as developing skills to equip them to live in the world as we know it. Most importantly, they are growing spiritually. Our goal is to keep them enrolled in Christian Education through the 12<sup>th</sup> grade.

Arizona taxpayers can take advantage of tax credit donations to certified organizations like **Arizona Christian School Tuition Organization (ACSTO)** to be used as scholarships for students in private schools. Over the past **[number of years]** years, our children have benefited greatly from such scholarships and they have made it possible for us to continue to provide the educational atmosphere we desire for **[child/children's names]**. As a family, we love **[school name]** because **[explain]**. Over the years we have seen **[child's name]** grow in their relationship in Christ and accept Him as their Lord and Savior when they were **[age]**. **[Provide information about your child's character, activities in school and/or church]. [Discuss other children as well].**

Please consider donating to ACSTO to help scholarship **[child's name]** or **[2nd child's name]** while receiving a dollar for dollar tax credit. For **[current tax year]**, a married couple filing jointly may make a tax credit donation to ACSTO up to **[current tax credit maximum—refer to our donation card or website]** and receive a dollar for dollar tax credit against the taxpayer's Arizona state income tax. A single taxpayer is may donate up to **[current tax credit maximum—refer to our donation card or website]**. This allows you as a taxpayer to donate a portion of what otherwise would be a state income tax payment. We believe this is a great way to impact our children's lives both academically and spiritually.

**Please read the enclosed brochures for more information about ACSTO and the donation process. You may also visit their website at [www.acsto.org](http://www.acsto.org). To donate you can complete the form on the donation brochure or donate online. Please be sure to recommend **[child's name]** or **[2nd child's name]** for a scholarship. It is important to specify either **[child's full name @ school]** or **[2nd child's name @ school]**. We also encourage you to discuss this great tax credit opportunity with your tax advisor. The state of Arizona also offers several other tax credit opportunities for public school, working poor and foster care. You can participate in all of them if you do not exceed your state tax liability (State tax form 140, "Subtotal of tax").**

**Donor information is confidential, so please do not feel pressured. We understand it may not be financially possible for you to donate now, but keep in mind this tax credit opportunity is always available. If you can donate we would love for you to let us know so we can thank you! Remember, this donation will essentially cost you nothing in the end, but will make a huge difference in the lives of **[name of child/ren]**.**

Thank you so much to all of you and the many ways you enrich our family's lives. We are truly blessed to have you as friends and family. Should you have any questions, please feel free to call **[parent name]** at **[phone number]**, **[parent name]** at **[phone number]** or email us at **[email address]**.

## Sample Letter 6—Spiritual Focused

### Timing: End of Year

Hello Family and Friends:

Did you know as an Arizona taxpayer you can help support Christian Education by making a tax credit donation? Fortunately for all of us, Arizona taxpayers can take advantage of tax credit donations to certified organizations like **Arizona Christian School Tuition Organization (ACSTO)** to be used as scholarships for students in private schools. Over the past **[number of years]** years, **[name of child/ren]** have benefited greatly from such scholarships and they have made it possible for us to afford the best education for them. As a family, we love **[school name]** because **[explain]**.

**[Child's name]** is now a **[grade]** at **[name of school]** and **[2<sup>nd</sup> child's name]** is in **[grade]** at **[name of school]**. We know our children are receiving an excellent education in a loving and nurturing environment, as well as developing skills to equip them to live in the world as we know it. Most importantly, **they are growing spiritually**. Our goal is to keep them enrolled in Christian Education through the 12<sup>th</sup> grade. Over the years, we have seen **[child's/children's name]** grow in their relationship in Christ and accept Him as their Lord and Savior. **[Provide information about your child's character, activities in school and/or church]. [Expand on other children as well]**.

Please consider donating to ACSTO to help scholarship **[child's name]** or **[2<sup>nd</sup> child's name]** while receiving a dollar for dollar tax credit. For **[current tax year]**, a married couple filing jointly may make a tax credit donation to ACSTO up to **[current tax credit maximum—refer to our donation card or website]** and receive a dollar for dollar tax credit against the taxpayer's Arizona state income tax. A single taxpayer may donate up to **[current tax credit maximum—refer to our donation card or website]**. This allows you as a taxpayer to donate a portion or all your state income tax responsibility. We believe this is a great way to impact our children's lives both academically and spiritually.

**Please read the enclosed brochures for more information about ACSTO and the donation process. You may also visit their website at [www.acsto.org](http://www.acsto.org). To donate you can complete the form on the donation brochure or donate online. Please be sure to recommend **[child's name]** or **[2<sup>nd</sup> child's name]** for a scholarship. It is important to specify either **[child's full name @ school]** and/or **[2<sup>nd</sup> child's name @ school]**. We also encourage you to discuss this great tax credit opportunity with your tax advisor. The state of Arizona also offers several other tax credit opportunities for public school, working poor and foster care. You can participate in all of them if you do not exceed your state tax liability (State tax form 140, "Subtotal of tax").**

**Donor information is confidential, so please do not feel pressured. We understand it may not be financially possible for you to donate now, but keep in mind this tax credit opportunity is always available. If you can donate we would love for you to let us know so we can thank you! Remember, this donation will essentially cost you nothing in the end, but will make a huge difference in the lives of **[name of child/ren]**.**

Thank you so much to all of you and the many ways you enrich our family's lives. We are truly blessed to have you as friends and family. Should you have any questions, please feel free to call **[parent name]** at **[phone number]**, **[parent name]** at **[phone number]** or email us at **[email address]**.

## Sample Letter 7—Tax Credit Advantage

### Timing: Beginning of Year – January

Hello Family and Friends:

As you begin to prepare your taxes I hope you will consider giving a Tax Credit Donation to **Arizona Christian School Tuition Organization (ACSTO)**. They utilize tax credit donations and provide scholarships to over 7,000 students each year who are enrolled in Christian Schools (K-12<sup>th</sup> grade) throughout the state of Arizona. Many of the families would not be able to afford the cost of tuition without these scholarships. ***It is not too late to donate and claim it as a tax credit on last year's state taxes!***

Over the past **[number of years]** years, **[name of child/ren]** have benefited greatly from such scholarships, which has made it possible for us to afford the best education for them. As a family, we love **[school name]** because **[explain]**. We know our children are receiving an excellent education in a loving and nurturing environment, as well as developing skills to equip them to live in the world as we know it. Most importantly, ***they are growing spiritually.***

For **[current tax year]**, a married couple filing jointly may make a tax credit donation to ACSTO up to **[current tax credit maximum—refer to our donation card or website]** and receive a dollar for dollar tax credit against the taxpayer's Arizona state income tax. A single taxpayer may donate up to **[current tax credit maximum—refer to our donation card or website]**. This allows you as a taxpayer to donate a portion or all your state income tax responsibility. You may donate up until you file your **[current tax year]** state tax returns, but no later than April 15<sup>th</sup>, whichever comes first.

Please read the enclosed brochures for more information about ACSTO and the donation process. You may also visit their website at [www.acsto.org](http://www.acsto.org). To donate you can complete the form on the donation brochure or donate online. Please be sure to recommend **[child's name]** or **[2nd child's name]** for a scholarship. ***It is important to specify either [child's full name @ school] and/or [2nd child's name @ school].*** We also encourage you to discuss this great tax credit opportunity with your tax advisor. The state of Arizona also offers several other tax credit opportunities for public school, working poor and foster care. You can participate in all of them if you do not exceed your state tax liability (State tax form 140, "Subtotal of tax").

Donor information is confidential, so please do not feel pressured. We understand it may not be financially possible for you to donate now, but keep in mind this tax credit opportunity is always available. If you can donate we would love for you to let us know so we can thank you! Remember, ***this donation will essentially cost you nothing in the end, but will make a huge difference in the lives of [name of child/ren].***

Thank you so much to all of you and the many ways you enrich our family's lives. We are truly blessed to have you as friends and family. Should you have any questions, please feel free to call **[parent name]** at **[phone number]**, **[parent name]** at **[phone number]** or email us at **[email address]**.

## Sample Letter 8—From Family Member

### Timing: End of the Year

Hello Friends:

For the past [# of years grandchild/ren or niece/nephew in Christian Education], [name/names of grandchild/ren or niece/nephew] have been enrolled in Christian Schools [or state the name of the school they attend] The state of Arizona allows you to make a tax credit donation to a school tuition organization such as **Arizona Christian School Tuition Organization (ACSTO)** and at the same time support school choice. A tax credit donation gives you a dollar for dollar credit against your state income tax liability.

For [current tax year], a married couple filing jointly may donate to ACSTO up to [current tax credit maximum—refer to our donation card or website] and receive a dollar for dollar tax credit against the taxpayer's Arizona state income tax. A single taxpayer may donate up to [current tax credit maximum—refer to our donation card or website]. This allows you as a taxpayer to donate a portion or all of what otherwise would be a state income tax payment—***giving a tax credit donation will cost you nothing extra***. These donated dollars are used to scholarship children enrolled in Christian schools. Over the years, my [grandchild/children or niece/nephew] have benefited greatly from ACSTO scholarships.

Please read the enclosed brochures for more information about ACSTO and the donation process. You may also visit their website at [www.acsto.org](http://www.acsto.org). To donate you can complete the form on the donation brochure or donate online. Please be sure to recommend [child's name] or [2nd child's name] for a scholarship. **It is important to specify [child's full name @ school] or [2nd child's name @ school]**. We also encourage you to discuss this great tax credit opportunity with your tax advisor. The state of Arizona also offers several other tax credit opportunities for public school, working poor and foster care. You can participate in all of them if you do not exceed your state tax liability (State tax form 140, "Subtotal of tax").

Donor information is confidential, so please do not feel pressured. We understand it may not be financially possible for you to donate now, but keep in mind this tax credit opportunity is always available. If you can donate we would love for you to let us know so we can thank you! Remember, this donation will essentially cost you nothing in the end, but will make a huge difference in the lives of [name of child/ren].

On behalf of our entire family, thank you for considering this wonderful opportunity. If you have any questions feel free to call me at [phone number] or email me at [email address].



## Sample Letter 9—Christian School Supporter

### Timing: End of the Year

Hello Family and Friends:

I have been involved with **[name of Christian School]** for **[# of years]** as a **[state your role or roles, for example as a parent, school board member and/or active volunteer]**. Arizona taxpayers have a unique opportunity to support Christian Education and school choice by giving a tax credit donation to a school tuition organization, such as **Arizona Christian School Tuition Organization (ACSTO)**. These donated dollars are used to scholarship children enrolled in Christian Schools throughout the state of Arizona.

For **[current tax year]**, a married couple filing jointly may donate to ACSTO up to **[current tax credit maximum—refer to our donation card or website]** and receive a dollar for dollar tax credit against the taxpayer's Arizona state income tax. A single taxpayer may donate up to **[current tax credit maximum—refer to our donation card or website]**. This allows you as a taxpayer to donate a portion or all of what otherwise would be your state income tax responsibility. Over the years, I have met numerous families who have benefited greatly from ACSTO scholarships. They would not have been able to afford the Christian School environment they desired for their children without the scholarships from ACSTO.

**Please read the enclosed brochures for more information about ACSTO and the donation process. You may also visit their website at [www.acsto.org](http://www.acsto.org). To donate you can complete the form on the donation brochure or donate online. I encourage to recommend [name of Christian School] However if you know of a student enrolled in a Christian School, you can recommend the student specifically. Since ACSTO is a 501(c)3 your donation may also be considered a charitable donation on your federal taxes. I encourage you to discuss this great tax credit opportunity with your tax advisor. The state of Arizona also offers several other tax credit opportunities for public school, working poor and foster care. You can participate in all of them if you do not exceed your state tax liability (State tax form 140, "Subtotal of tax").**

Thank you for considering supporting **[name of Christian School]** and taking advantage of this wonderful tax credit opportunity. Remember, this donation will essentially cost you nothing in the end, but will make a difference in the lives of students at **[name of school]**.

If you have any questions feel free to call me at **[phone number]** or email me at **[email address]**.

## Sample Letter 10—Out of State Donors

### Timing: End of the Year

Hello Family and Friends,

We hope this letter finds you well. It is hard to believe the year is almost over. We are all doing well and pray you are too. **[Child's name]** is enjoying his/her **[school year, ex:7<sup>th</sup> grade, sophomore]** year at **[name of school]**. He/She **[discusses school activities, participation or interests]**. **[2<sup>nd</sup> child's name]** is in **[school year, ex:7<sup>th</sup> grade, sophomore]** year at **[name of school]**. He/She **[discusses school activities, participation or interests]**. **[Be sure to include grown children or any other family updates]**. We are so thankful for the opportunity to send our children to the school of our choice.

We know our children are receiving an excellent education in a loving and nurturing environment as well as developing skills to equip them to live in the world as we know it. Most importantly they are growing spiritually. Our goal is to keep them enrolled in Christian schools through the 12th grade. However, private schools receive no funding from the state or federal government. Therefore parents are responsible for the cost of tuition. We are asking for your help.

You can donate to a school tuition organization in Arizona, such as **Arizona Christian School Tuition Organization (ACSTO)**. ACSTO is a 501(c)3 charitable non-profit organization, whose sole purpose is to scholarship Arizona students at Christian schools. Your donation qualifies for a federal charitable deduction. A donation to ACSTO is the same kind of donation one makes to their church, missions, local food bank or any other non-profit organization. Please read the enclosed brochure for more information.

When making your donation you may even recommend **[name of child/ren]**. The recommendation does not reserve a scholarship for the **[name of child/ren]** but ACSTO's Selection Committees will consider the recommendation when awarding scholarships to students at the school. Either way, your donation will benefit **[name of school]** and furthermore support Christian Education in Arizona.

**Donor information is confidential, so please do not feel pressured. We understand it may not be financially possible for you to donate now, but keep in mind this tax credit opportunity is always available. If you can donate we would love for you to let us know so we can thank you!**

On behalf of our entire family, thank you for considering this wonderful opportunity. If you have any questions feel free to call **[parent name]** at **[phone number]**, **[parent name]** at **[phone number]** or email us at **[email address]**.