

## Sample Letter 1 — Tax Credit Focused

### Timing: End of the Year

Hello Family and Friends,

It is hard to believe this year is almost over. We are all doing well and pray you are, too. **[Child 1's name]** is enjoying his/her **[school year, ex: 7th grade, sophomore]** year at **[Name of School]**. He/She **[discuss school activities, participation or interests]**. **[Child 2's name]** is in **[school year, ex: 7th grade]** at **[Name of School]**. He/She **[discuss school activities, participation or interests]**. **[You may want to include other pertinent family updates here]**.

**[Name of child/ren]** would not have been able to attend **[Name of School]** for the past **[ # of years]** years if it were not for the scholarships he/she/they received from **Arizona Christian School Tuition Organization (ACSTO)**. This has only been possible because Arizona taxpayers like you gave a tax credit donation to ACSTO, which then awards scholarships to students attending Christian schools.

When you give a tax credit donation to ACSTO, you receive a **dollar-for-dollar tax credit** against your Arizona income tax obligation. This truly reduces your state tax responsibility. So, when you file your state taxes, if you typically 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 have to pay your taxes anyway, so why not donate this money instead of giving it to the state? **Making a tax credit donation costs you nothing extra.** You can even recommend **[Name of child/ren]** to be considered for a scholarship.

For **[current tax year]**, a married couple filing jointly may donate 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]**, or their actual tax liability (whichever of these is less). You may donate before the end of the year, or before filing your taxes (no later than April 15) and still claim the credit for the previous tax year.

Please read the enclosed brochures for more information about ACSTO and the donation process. You may also visit their website at ACSTO.org. To donate, complete the form in the donation brochure or donate online. Please be sure to recommend **[Child 1's name]** and/or **[Child 2's name]** for a scholarship. **It is important to specify [Child 1's full name @ school] and/or [Child 2's full name @ school]**. We encourage you to discuss this great tax credit opportunity with your tax advisor. The state of Arizona also offers tax credits for public schools, charitable organizations, foster care organizations, and military families. You can participate in all of these as long as you do not exceed your state tax liability (see Arizona Tax Form 140, "Balance of tax").

Donor information is confidential, so please do not feel obligated to participate. We understand it may not be financially possible for you to donate at this time, 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 life/lives of **[Name of child/ren]**. If you know others who may benefit from this tax credit, please share this information with them.

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 taxpayers 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, reduce your state income tax obligation. You can even recommend a specific school and/or student with your donation. ACSTO processes the donations and considers these recommendations when awarding scholarships to its applicants. You may donate any time up until you file your taxes (no later than April 15) and still claim the credit for the previous tax year.

Over the past **[# of years]** years, our child/children **[Name of child/ren]** has/have benefited greatly from tax credit scholarships, making it possible for us to continue to provide him/her/them with the educational atmosphere we desire.

Please consider donating to ACSTO to help scholarship **[Child 1's name]** and/or **[Child 2's name]** while receiving a dollar-for-dollar tax credit. For **[current tax year]**, a married couple filing jointly may donate 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]**, or their actual tax liability (whichever of these is less). This allows you as a taxpayer to donate a portion or all of what otherwise would be your 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 ACSTO.org. To donate, complete the form in the donation brochure or donate online. Please be sure to recommend **[Child 1's name]** and/or **[Child 2's name]** for a scholarship. **It is important to specify [Child 1's full name @ school] and/or [Child 2's full name @ school]**. We encourage you to discuss this great tax credit opportunity with your tax advisor. The state of Arizona also offers tax credits for public schools, charitable organizations, foster care organizations, and military families. You can participate in all of these as long as you do not exceed your state tax liability (see Arizona Tax Form 140, "Balance of tax").

Donor information is confidential, so please do not feel obligated to participate. We understand it may not be financially possible for you to donate at this time, 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 life/lives of **[Name of child/ren]**. If you know others who may benefit from this tax credit, please share this information with them.

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 make you aware of an opportunity to receive a **dollar-for-dollar tax credit** through **Arizona Christian School Tuition Organization**. ACSTO is a certified school tuition organization that provides scholarships to students attending private Christian schools. For **[current tax year]**, a married couple filing jointly may donate 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]**, or their actual tax liability (whichever of these is less). This allows you as a taxpayer to donate a portion or all your Arizona income tax obligation. Over the past **[# of years]** years, our child/children **[Name of child/ren]** has/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 ACSTO.org. To donate, complete the form in the donation brochure or donate online. Please be sure to recommend **[Child 1's name]** and/or **[Child 2's name]** for a scholarship. **It is important to specify [Child 1's full name @ school] and/or [Child 2's full name @ school]**. We encourage you to discuss this great tax credit opportunity with your tax advisor. The state of Arizona also offers tax credits for public schools, charitable organizations, foster care organizations, and military families. You can participate in all of these as long as you do not exceed your state tax liability (see Arizona Tax Form 140, "Balance of tax").

Donor information is confidential, so please do not feel obligated to participate. We understand it may not be financially possible for you to donate at this time, 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 life/lives of **[Name of child/ren]**. If you know others who may benefit from this tax credit, please share this information with them.

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 the Year

Hello Family and Friends,

As many of you are aware, **[Name of child/ren]** has/have been attending Christian school/schools since he/she/they was/were in **[grade or age]**. Fortunately, he/she/they has/have received tax credit scholarships from **Arizona Christian School Tuition Organization (ACSTO)**, making it possible for him/her/them to attend **[Name of School]**. We thank all those who have contributed to this program and hope you will donate again this year.

If you have not yet participated, please consider making a donation to ACSTO for which you will receive a **dollar-for-dollar tax credit** against your Arizona income tax obligation. Enclosed is more information about ACSTO, how this program works, and the current donation limits. You may also visit their website at ACSTO.org.

To make a tax credit donation, complete the form in the donation brochure or donate online. Please be sure to recommend **[Child 1's name]** and/or **[Child 2's name]** for a scholarship. **It is important to specify [Child 1's full name @ school] and/or [Child 2's full name @ school]**. We encourage you to discuss this great tax credit opportunity with your tax advisor. The state of Arizona also offers tax credits for public schools, charitable organizations, foster care organizations, and military families. You can participate in all of these as long as you do not exceed your state tax liability (see Arizona Tax Form 140, "Balance of tax").

Donor information is confidential, so please do not feel obligated to participate. We understand it may not be financially possible for you to donate at this time, 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 life/lives of **[Name of child/ren]**. If you know others who may benefit from this tax credit, please share this information with them.

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 the School Year

Hello Family and Friends,

As another school year begins, we are excited to have our child/children enrolled in Christian school/schools. **[Child 1's name]** is now a **[grade, ex: 7<sup>th</sup> grader]** at **[Name of School]** and **[Child 2's name]** is in **[grade, ex: 7<sup>th</sup> grade]** at **[Name of School]**. We know our child/children is/are receiving an excellent education in a loving and nurturing environment, as well as developing skills to equip him/her/them to live in the world as we know it. Most importantly, *he/she/they is/are growing spiritually*. Our goal is to keep him/her/them enrolled in Christian school through the 12th grade.

Arizona taxpayers can take advantage of tax credit donations to certified organizations such as **Arizona Christian School Tuition Organization (ACSTO)** to be used as scholarships for students in private schools. Over the past **[# of years]** years, our child/children has/have benefited greatly from these scholarships, making it possible for us to continue to provide the educational atmosphere we desire for **[Name of child/ren]**. As a family, we love **[Name of School]** because **[explain]**. We have seen **[Child 1's name]** grow in his/her relationship in Christ and accept Him as his/her Savior when he/she was **[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 1's name]** and/or **[Child 2's name]** while receiving a **dollar-for-dollar tax credit** against your Arizona income tax obligation. For **[current tax year]**, a married couple filing jointly may donate 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]**, or their actual tax liability (whichever of these is less). This allows you as a taxpayer to donate a portion or all of what otherwise would be your state income tax payment. We believe this is a great way to impact our child's/children's life/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 ACSTO.org. To donate, complete the form in the donation brochure or donate online. Please be sure to recommend **[Child 1's name]** and/or **[Child 2's name]** for a scholarship. **It is important to specify [Child 1's full name @ school] and/or [Child 2's full name @ school]**. We encourage you to discuss this great tax credit opportunity with your tax advisor. The state of Arizona also offers tax credits for public schools, charitable organizations, foster care organizations, and military families. You can participate in all of these as long as you do not exceed your state tax liability (see Arizona Tax Form 140, "Balance of tax").

Donor information is confidential, so please do not feel obligated to participate. We understand it may not be financially possible for you to donate at this time, 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 life/lives of **[Name of child/ren]**. If you know others who may benefit from this tax credit, please share this information with them.

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 the Year

Hello Family and Friends,

Did you know as an Arizona taxpayer you can support Christian Education by making a tax credit donation? Arizona taxpayers can take advantage of tax credit donations to certified organizations such as **Arizona Christian School Tuition Organization (ACSTO)** to be used as scholarships for students in private schools. Over the past **[# of years]** years, our child/children **[Name of child/ren]** has/have benefited greatly from these scholarships, making it possible for us to afford the best education for him/her/them. As a family, we love **[Name of School]** because **[explain]**.

**[Child 1's name]** is now a **[grade, ex: 7<sup>th</sup> grader]** at **[Name of School]** and **[Child 2's name]** is in **[grade, ex: 7<sup>th</sup> grade]** at **[Name of School]**. We know our child/children is/are receiving an excellent education in a loving and nurturing environment, as well as developing skills to equip him/her/them to live in the world as we know it. Most importantly, *he/she/they is/are growing spiritually*. Our goal is to keep him/her/them enrolled in Christian school through the 12th grade. We have seen **[Child 1's name]** grow in his/her relationship in Christ and accept Him as his/her Savior when he/she was **[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 1's name]** and/or **[Child 2's name]** while receiving a **dollar-for-dollar tax credit** against your Arizona income tax obligation. For **[current tax year]**, a married couple filing jointly may donate 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]**, or their actual tax liability (whichever of these is less). This allows you as a taxpayer to donate a portion or all of what otherwise would be your state income tax payment. We believe this is a great way to impact our child's/children's life/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 ACSTO.org. To donate, complete the form in the donation brochure or donate online. Please be sure to recommend **[Child 1's name]** and/or **[Child 2's name]** for a scholarship. **It is important to specify [Child 1's full name @ school] and/or [Child 2's full name @ school]**. We encourage you to discuss this great tax credit opportunity with your tax advisor. The state of Arizona also offers tax credits for public schools, charitable organizations, foster care organizations, and military families. You can participate in all of these as long as you do not exceed your state tax liability (see Arizona Tax Form 140, "Balance of tax").

Donor information is confidential, so please do not feel obligated to participate. We understand it may not be financially possible for you to donate at this time, 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 life/lives of **[Name of child/ren]**. If you know others who may benefit from this tax credit, please share this information with them.

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 the Year — January

Hello Family and Friends,

As you begin to prepare your taxes, would you please consider giving a tax credit donation to **Arizona Christian School Tuition Organization**? ACSTO is a certified school tuition organization that uses tax credit donations to provide scholarships to over 8,000 students each year who are enrolled in Christian schools throughout Arizona. Many families would not be able to afford the cost of tuition at these schools without these scholarships. It is not too late to donate and claim this **dollar-for-dollar tax credit** against last year's state income tax obligation!

Over the past **[# of years]** years, our child/children **[Name of child/ren]** has/have benefited greatly from these scholarships, making it possible for us to afford the best education for him/her/them. As a family, we love **[Name of School]** because **[explain]**. We know our child/children is/are receiving an excellent education in a loving and nurturing environment, as well as developing skills to equip him/her/them to live in the world as we know it. Most importantly, he/she/they is/are growing spiritually.

For **[current tax year]**, a married couple filing jointly may donate 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]**, or their actual tax liability (whichever of these is less). This allows you as a taxpayer to donate a portion or all of what otherwise would be your state income tax payment. You may donate prior to filing your taxes (no later than April 15) and still claim the credit for the previous tax year.

Please read the enclosed brochures for more information about ACSTO and the donation process. You may also visit their website at ACSTO.org. To donate, complete the form in the donation brochure or donate online. Please be sure to recommend **[Child 1's name]** and/or **[Child 2's name]** for a scholarship. **It is important to specify [Child 1's full name @ school] and/or [Child 2's full name @ school]**. We encourage you to discuss this great tax credit opportunity with your tax advisor. The state of Arizona also offers tax credits for public schools, charitable organizations, foster care organizations, and military families. You can participate in all of these as long as you do not exceed your state tax liability (see Arizona Tax Form 140, "Balance of tax").

Donor information is confidential, so please do not feel obligated to participate. We understand it may not be financially possible for you to donate at this time, 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 life/lives of **[Name of child/ren]**. If you know others who may benefit from this tax credit, please share this information with them.

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 have attended Christian school], [Name/ Names of grandchild/ren, niece/nephew, etc.] has/have been enrolled in Christian school/schools [or state school name]. The state of Arizona allows taxpayers to make a donation to a school tuition organization such as **Arizona Christian School Tuition Organization (ACSTO)** and receive a **dollar-for-dollar tax credit** against their state income tax obligation. These donated dollars are used to scholarship children enrolled in Christian schools. Over the years, my/our [grandchild/ren, niece/nephew, etc.] has/have benefited greatly from ACSTO scholarships.

For [current tax year], a married couple filing jointly may donate 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], or their actual tax liability (whichever of these is less). This allows you as a taxpayer to donate a portion or all of what otherwise would be your state income tax payment — ***giving a tax credit donation will cost you nothing extra!***

Please read the enclosed brochures for more information about ACSTO and the donation process. You may also visit their website at ACSTO.org. To donate, complete the form in the donation brochure or donate online. Please be sure to recommend [Child 1's name] and/or [Child 2's name] for a scholarship. **It is important to specify [Child 1's full name @ school] and/or [Child 2's full name @ school]**. I/We encourage you to discuss this great tax credit opportunity with your tax advisor. The state of Arizona also offers tax credits for public schools, charitable organizations, foster care organizations, and military families. You can participate in all of these as long as you do not exceed your state tax liability (see Arizona Tax Form 140, "Balance of tax").

Donor information is confidential, so please do not feel obligated to participate. I/We understand it may not be financially possible for you to donate at this time, but keep in mind this tax credit opportunity is always available. If you can donate, I/we would love for you to let me/us know so I/we can thank you! Remember, this donation will essentially cost you nothing in the end, but will make a huge difference in the life/lives of [Name of child/ren]. If you know others who may benefit from this tax credit, please share this information with them.

On behalf of my/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 School]** for **[# of years]** as a **[state your role or roles, ex: parent, school board member, active volunteer, etc.]**. Arizona taxpayers have a unique opportunity to support Christian schools in our state by giving a tax credit donation to a school tuition organization such as **Arizona Christian School Tuition Organization**. ACSTO uses these dollars to scholarship children enrolled in Christian schools while the taxpayer receives a **dollar-for-dollar tax credit** against their state income tax obligation.

For **[current tax year]**, a married couple filing jointly may donate 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]**, or their actual tax liability (whichever of these is less). This allows you as a taxpayer to donate a portion or all of what otherwise would be your state income tax payment. Over the years, I have met numerous families who would not have been able to afford the Christian school environment they desired for their children without scholarships from ACSTO.

Please read the enclosed brochures for more information about ACSTO and the donation process. You may also visit their website at [ACSTO.org](http://ACSTO.org). To donate, complete the form in the donation brochure or donate online. I encourage you to recommend **[Name of School]** when making your donation. You may also recommend a specific student enrolled in a Christian school to be considered for a scholarship by ACSTO's scholarship selection committees.

I suggest you discuss this great tax credit opportunity with your tax advisor. The state of Arizona also offers tax credits for public schools, charitable organizations, foster care organizations, and military families. You can participate in all of these as long as you do not exceed your state tax liability (see Arizona Tax Form 140, "Balance of tax").

Thank you for considering supporting **[Name of School]** by 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 Donor (to be used with ACSTO Out-of-State Donation Brochure)**

**Timing: End of the Year**

Hello Family and Friends,

It is hard to believe this year is almost over. We are all doing well and pray you are, too. **[Child 1's name]** is enjoying his/her **[school year, ex: 7th grade, sophomore]** year at **[Name of School]**. He/She **[discuss school activities, participation or interests]**. **[Child 2's name]** is in **[school year, ex: 7th grade]** at **[Name of School]**. He/She **[discuss school activities, participation or interests]**. **[You may want to include other pertinent family updates here]**.

We are so thankful for the opportunity we have here in Arizona to send our child/children to the school of our choice. We know our child/children is/are receiving an excellent education in a loving and nurturing environment, as well as developing skills to equip him/her/them to live in the world as we know it. Most importantly, he/she/they is/are growing spiritually. Our goal is to keep him/her/them enrolled in Christian school through the 12th grade. However, since private schools receive no state or federal funding, parents are responsible for the cost of tuition. We are asking for your help.

**Arizona Christian School Tuition Organization (ACSTO)** is a 501(c)(3) charitable non-profit organization whose sole purpose is to scholarship Arizona students attending Christian schools. Your donation to ACSTO qualifies as a federal charitable deduction just like a donation to your church, missions, a local food bank, or any other non-profit organization. Please read the enclosed brochure for more information about ACSTO or visit their website at [ACSTO.org](http://ACSTO.org).

When making your donation, please be sure to recommend **[Child 1's full name @ school]** and/or **[Child 2's full name @ school]**. A recommendation does not reserve a scholarship for a student, however, ACSTO's scholarship selection committees will consider the recommendation when awarding scholarships to students at the school. Either way, your donation will benefit **[Name of School]** and support Christian Education in Arizona.

Donor information is confidential, so please do not feel obligated to participate. We understand it may not be financially possible for you to donate at this time, but keep in mind this 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 your consideration. 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]**.