

Customize the Default Tax Receipt Emails

Last Modified on 09/19/2025 11:07 am EDT

When issuing or re-issuing tax receipts via email, the email will include a customizable message, along with the donor's tax receipt as an attachment. Here's how the tax receipt email appears.

The areas that can be customized are highlighted for your reference:

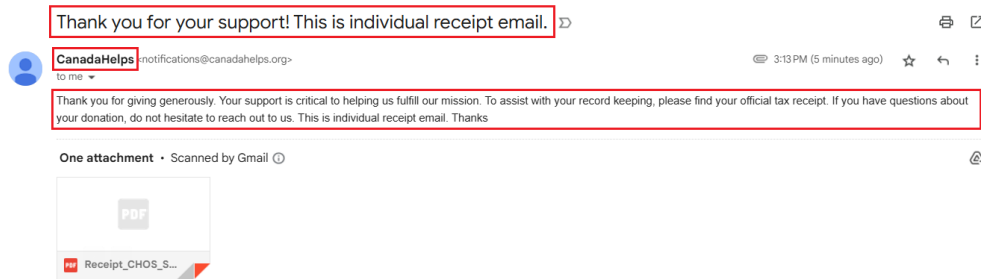
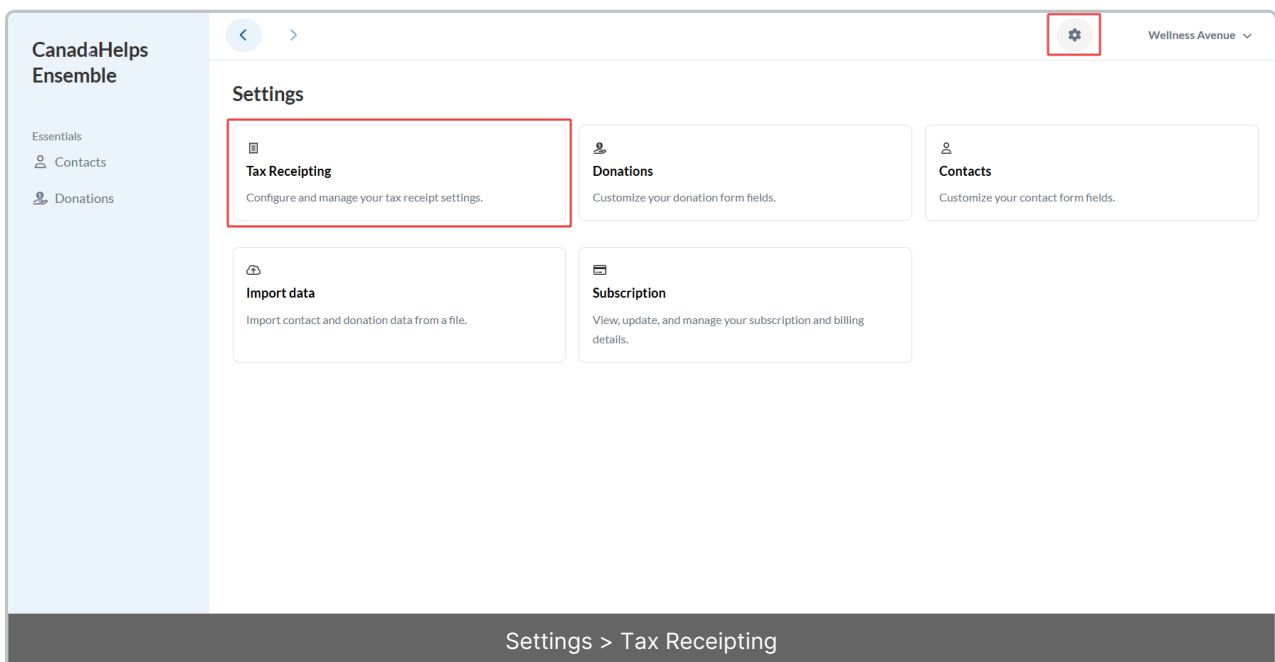


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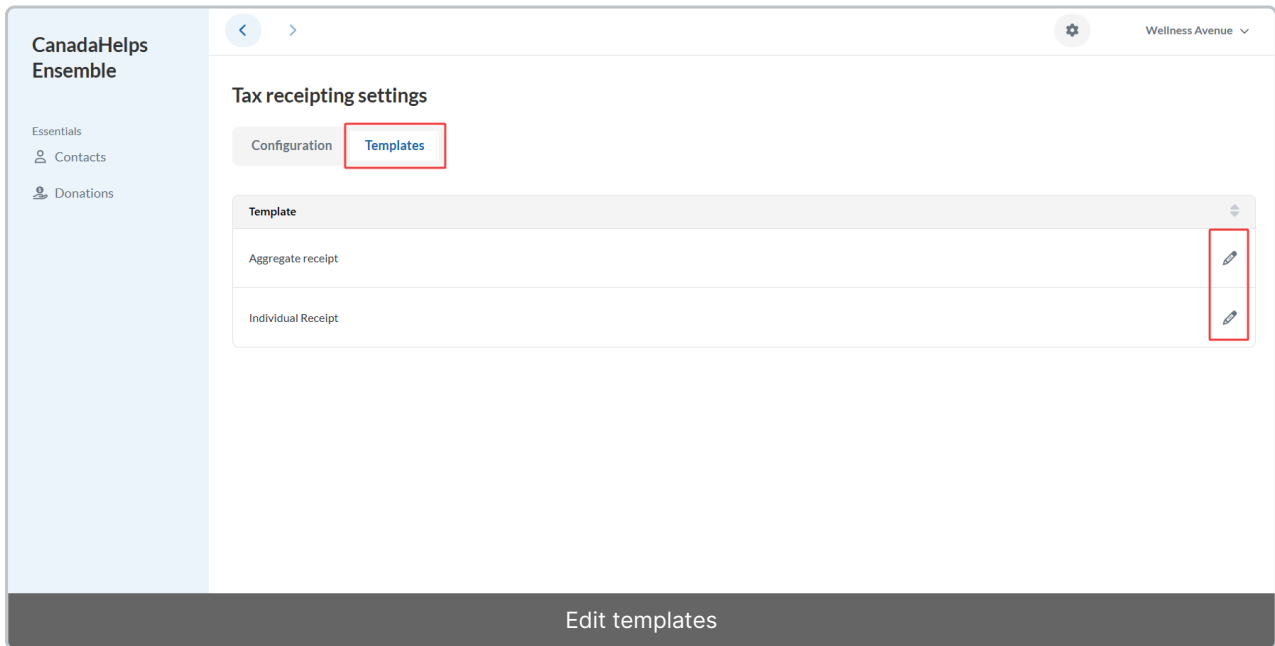
Customize the Default Tax Receipt Emails

1. To access **Settings**, click on the **gear icon** in the top-right corner of your account.
2. Select **Tax Receipting**.



3. Switch to the *Templates* tab by selecting it from the tabs at the top.

4. Click on the pencil icon next to the template you want to customize.



5. Under the *Tax receipt email* tab, customize these fields:

1. Set the Sender name of the tax receipt email.
2. Set the Reply-To email address.
3. Select the language for the tax receipt email to edit.
4. Customize the Message subject.
5. Message body in the chosen language.
6. To see how the email looks, send yourself a test tax receipt email (optional).

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Tax receipt email

Thank you note

1

Sender

Wellness Avnue

2

Reply to email address

info@canadahelps.org

3

English

French

4

Message subject

Thank you for supporting Wellness Avenue!

5


Message body

Thank you so much for your generous donation.

Your support is vital to our mission, and we are incredibly grateful for individuals like you who help us make a difference in the lives of those in need.

You have 94 of 500 characters remaining

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 [Send a test](#)

6. Don't forget to click on **Save changes** to save your customizations!

What's Next?

After customizing your tax receipt email template, be sure to review and customize the [Thank You Note](#) that appears at the top of the tax receipt PDF file!