

# Customize the Tax Receipt Thank You Note

Last Modified on 05/28/2025 7:46 am EDT

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.

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Thank you for giving generously. Your support is critical to helping us fulfill our mission. To assist with your record keeping, please find your official tax receipt. If you have questions about your donation, do not hesitate to reach out to us.

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**Official Tax Receipt For Income Tax Purposes**



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

CharityOS

Essentials

Contacts

Donations

< >

Settings

**Tax Receipting**

Configure and manage your tax receipt settings.

**Donations**

Customize your donation form fields.

**Contacts**

Customize your contact form fields.

**Import data (Beta)**

Import contact and donation data from a file.

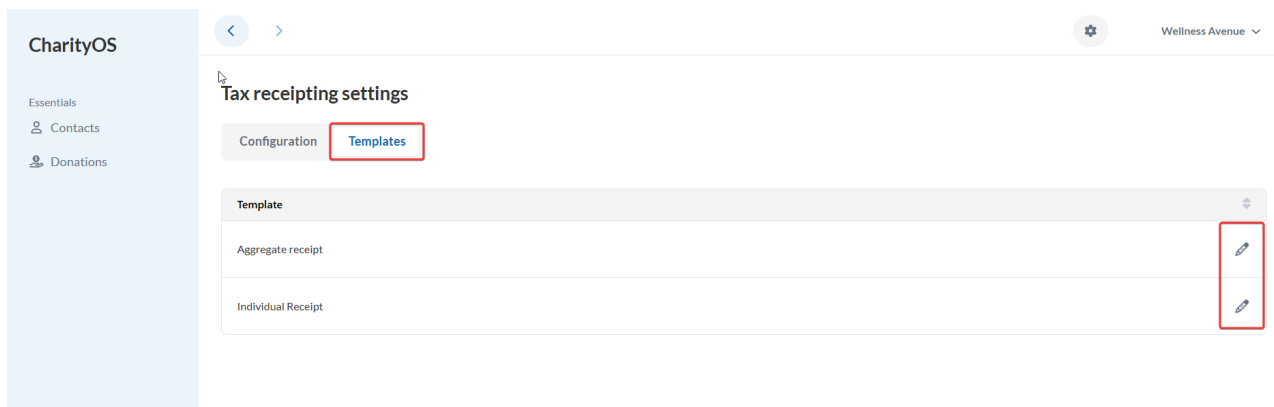
**Subscription**

View, update, and manage your subscription and billing details.

Wellness Avenue

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3. Switch to the *Templates* tab by selecting it from the tabs at the top.
4. Click the pencil icon next to the template you want to customize.



5. Click on the *Thank you* note tab.

6. Select the language and customize the Thank You message that appears at the top of the tax receipt.

## Tax receipting settings

[Back to tax receipt templates](#)

Tax receipt email

**Thank you note**

English

French

Thank You message

Thank you for giving generously. Your support is critical to helping us fulfill our mission. To assist with your record keeping, please find your official tax receipt. If you have questions about your donation, do not hesitate to reach out to us.

You have 103 of 350 characters remaining

7. Click **Save changes** to save your customization.