

**Sample Confirmation Letter on Church Letterhead  
to accompany 14-Pt. Checklist**

Potential Agency Ministries  
222 East Street  
Colorado Springs, CO 80909

Date

Dear Care and Share Food Bank:

I, Jane/John Doe, am the Pastor and Chief Executive Officer of *Potential Agency Ministries*. I am writing to affirm that *Potential Agency Ministries* is in fact a church, defined by the IRS as a 501(c)(3) equivalent (Pub. 557). Furthermore, *Potential Agency Ministries* complies with the spirit of the 14-point criteria employed by the IRS in defining a Church.

*Potential Agency Ministries* is incorporated under the laws of the State of Colorado as a non-profit organization. Our articles of incorporation (copy attached) list our creed and form of worship. We are non-denominational and not affiliated with any other denomination and we have a distinct ecclesiastical form of government. We have met as a church continuously for the past 5 years, conducting regular worship and instruction at a regular place of worship. We have various Sunday school classes and our pastor is an ordained minister.

Sincerely,

Jane/John Doe  
Executive Director, Pastor, Etc.

enclosures:   Articles of Incorporation  
                  Copy of Pastor's Certificates of Ordination  
                  Bylaws  
                  Brochure\Informative Documents

**Sample Affiliation Letter from Sponsoring Organization  
on Organization Letterhead**

Care and Share Food Bank  
2605 Preamble Point  
Colorado Springs, CO 80915

Date

Re: Letter of Affiliation

This letter is to affirm that **[ABC organization/church]** operates as a 501(c)(3) not-for-profit organization and is the direct sponsor of **[XYZ Food Pantry/Feeding Site]**. **[XYZ Food Pantry/Feeding Site]** is in good standing with our organization and their food program feeds the ill, needy or infants.

**[ABC organization/church]** will be fiscally, programmatically and legally responsible for oversight of **[XYZ Food Pantry/Feeding Site]**.

Attached is a copy of our IRS/US Dept. of Treasury letter of Determination.

**If the Sponsor is a Church:**

- Copy of IRS/US Dept. of Treasury letter of Determination or a letter from denominational headquarters stating that the church applying for partnership is a church in good standing in the denomination and has not been denied 501(c)(3) status,

Or:

- Complete the attached 14-point IRS Church Qualifier Form, and
- Letter of confirmation on church letterhead, as per attached example

Sincerely,

Jane/John Doe  
Sponsoring Agency Executive Director or Pastor, Etc