

CEO Certification Letter Sample

Must be currently dated, within the last 3 years.

March 1, 2021

Specifically state both the 501(c)(3) and the 509(a) or 170(b) rulings.

Dear Mr. Miller,

I certify that our organization's 501(c)(3) tax exempt ruling and 509(a)/170(b) public charity ruling are current with no modifications planned or pending.

Sincerely,

Chief Executive Officer
Organization Name

Signed by the CEO or head of organization.

TIPS

1. You may include the CEO certification sentence in a letter from the CEO endorsing the application, but this is not necessary.
2. Please provide a currently dated letter. Previous applicants may use CEO Certification letters already loaded to the Organization Documents section as long as the date is within the last three years, assuming no changes have been made since then.
3. You must specifically state both the 501(c)(3) and the 509(a) or 170(b) rulings in your statement. Unsure if your organization falls under section 509(a)/170(b)? Read the explanation [here!](#)
4. The letter should be on your organization's letterhead and be written by the CEO or head of organization, which may be the board president for certain organizations.