

**APPENDIX F**  
**CONSERVATION EASEMENT/FEE TITLE**  
**GIFT LETTER TEMPLATE**

Date

Name

Address

Address

Dear Name,

It was a pleasure to work with you last year to protect your significant piece of property. (This sentence only can be modified/personalized, the rest of this letter must stay as is.) Now that the project is completed, I wanted to provide you with a copy of the IRS form 8283, which is required in order for you to claim the tax deduction for your Federal income taxes. The form is a two page form, and has to be filled out by you as the landowner, the appraiser, and also TPE. Instructions for completing the form are provided. If you have someone who prepares your taxes for you then you might simply forward this to them. Outlined below is the process by which TPE requires the form to be filled out, according to our Tax Benefit Policy. We ask that you follow this procedure:

First you as the landowner need to fill out Section B, Part 1 “Information on Donated Property” Once this is completed you will need to forward the form to your appraiser. Next the appraiser must fill out Part 3 “Declaration of Appraiser.” When both of these sections are filled out, the form, along with a copy of the appraisal can be forwarded to TPE for its signature. TPE will only sign the form if both Section B Part 1 & 3 are completed, signed, and TPE has received a copy of the appraisal. Once signed by all required parties, TPE will make a copy of it according to TPE Records Policy.

If you or your tax preparer have any questions regarding how to fill out the IRS form 8283, please call or email me at TPE office and I will try to assist you. Please be sure to include a copy of the gift letter from TPE stating the value of the conservation easement that we have provided for you. The IRS requires the gift letter along with the IRS form 8283 for your tax deduction.

Once again thank you for conserving your property.

Sincerely,

Name

TPE Staff