

Letter of Acknowledgment for In-Kind Donation

Date: [Insert Date]

[Donor's Name]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

On behalf of [Organization's Name], I would like to express our heartfelt gratitude for your generous in-kind donation of [describe items donated] received on [insert date]. Your support plays a crucial role in helping us achieve our mission of [insert mission statement or purpose].

This donation will greatly assist us in [explain how the donation will be used or its impact]. We are truly thankful for your kindness and generosity.

For your records, the value of the donated items is estimated at [insert estimated value]. Please keep this acknowledgment for your tax records.

Thank you once again for your support. We look forward to your continued partnership in the future.

Sincerely,

[Your Name]

[Your Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]