

Donation Receipt Letter

Date: [Insert Date]

[Donor's Name]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

Thank you for your generous donation of [Insert Amount] received on [Insert Date] to [Organization's Name]. Your support is crucial in helping us achieve our mission of [Brief Description of Mission].

This letter serves as a receipt for your donation. Please retain this document for your records. No goods or services were provided in exchange for your contribution.

Receipt Details:

- Donation Amount: \$[Insert Amount]
- Date of Donation: [Insert Date]
- Organization Name: [Organization's Name]
- Tax ID: [Organization's Tax ID]

We are truly grateful for your generosity. If you have any questions, please feel free to contact us at [Contact Information].

Thank you once again for your support.

Sincerely,

[Your Name]

[Your Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]