

# Appeal for Receipt of Beneficiary Donation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To,

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the receipt for the generous donation made towards [specific purpose or event], which took place on [donation date].

Your support is invaluable to us, and having a receipt will help us keep our records accurate and in compliance with our accounting practices.

Thank you once again for your generosity and support. We truly appreciate your commitment to our cause.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Organization Name]