Request for Donation Receipt

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a receipt for the donation I made to [Organization's Name] on [Date of Donation]. The amount of the donation was [Donation Amount] and it was intended for [Specific Purpose or Project, if applicable].

As I need this receipt for my personal records and tax purposes, I would appreciate your prompt attention to this matter. If further information is required, please do not hesitate to contact me.

Thank you for your valuable work and for considering my request. I look forward to your response.

Sincerely,

[Your Name]