

# Request for Acknowledgment of Donation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request an acknowledgment for the donation made on [insert donation date] to [insert beneficiaries if applicable]. The amount donated was [insert amount].

This acknowledgment is essential for record-keeping purposes and for ensuring that the donation has been appropriately allocated to the intended beneficiaries.

Please let me know if you require any further information to facilitate this request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your support.

Sincerely,

[Your Name]