

Request for Charitable Donation Receipt

Date: _____

To: [Charity Organization Name]

Address: [Charity Organization Address]

Dear [Charity Organization Contact Person],

I hope this message finds you well. I am writing to kindly request a receipt for the charitable donations made to [specific program or purpose] on behalf of [Beneficiary's Name or Organization].

The details of the donations are as follows:

- Donation Amount: \$_____
- Date of Donation: _____
- Payment Method: [Cash/Credit Card/Check]

This receipt is essential for our records and for tax purposes. Please send it to the address mentioned below:

[Your Name]
[Your Address]
[Your Email]
[Your Phone Number]

Thank you for your attention to this matter. Your support makes a significant impact on the lives of those we serve.

Sincerely,

[Your Name]
[Your Title/Position if applicable]
[Your Organization Name if applicable]