

Request for Official Receipt of Donation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To:

[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 an official receipt for the donation made to [Organization's Name] on [Date of Donation]. The amount donated was [Amount].

This receipt is necessary for my records and for tax purposes. Please let me know if you require any additional information to process this request.

Thank you for your attention to this matter. I appreciate the important work [Organization's Name] is doing and look forward to continued support.

Sincerely,

[Your Name]