

Request for Confirmation of Donation Receipt

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. We would like to express our heartfelt gratitude for your generous donation made on [Insert Donation Date] towards [Specify Beneficiaries or Purpose]. Your support plays a crucial role in helping us achieve our mission.

To ensure our records are accurate, we kindly request your confirmation of receipt for the donation of [Insert Amount or Item]. Please let us know if you have received the donation confirmation or if any further information is needed.

Thank you once again for your invaluable contribution. We look forward to your prompt response.

Warm regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]