

Gift Acknowledgment Letter

Date: [Insert Date]

[Donor's Name]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

On behalf of [Charity Name], I would like to express our heartfelt gratitude for your generous donation of [describe the gifts-in-kind, e.g., "10 boxes of educational supplies"] received on [insert date]. Your contribution significantly supports our mission of [briefly state the mission of the charity].

We are committed to ensuring that your gift is used effectively to benefit those we serve. Your kindness and thoughtfulness are truly appreciated.

This letter serves as a receipt for your records. [Charity Name] is a registered 501(c)(3) nonprofit organization, and your donation may be tax-deductible. Our tax identification number is [insert tax ID].

Thank you once again for your generous support. If you have any questions, please feel free to contact us at [insert contact information]. We hope to see you at our upcoming events!

Sincerely,

[Your Name]

[Your Title]

[Charity Name]

[Charity Address]

[City, State, Zip Code]