

Receipt Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to confirm the receipt of your [specify item/service, e.g., donation, payment] dated [insert date]. We are extremely grateful for your generosity and support.

Your contribution of [insert amount or description of item/service] will greatly assist us in [describe purpose or how it will be used].

Thank you once again for your kindness and support. If you have any questions, please feel free to contact us at [insert contact information].

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]