

# Letter of Acknowledgment for Charitable Gifts

Date: [Date]

[Donor's Name]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

On behalf of [Organization's Name], I would like to express our heartfelt gratitude for your generous gift of [describe the gift, e.g., monetary amount or specific items]. Your kindness and commitment to our mission are truly appreciated.

With your contribution, we are able to [briefly describe how the gift will be used or its impact]. Your support makes a significant difference and helps us to continue our work.

This contribution is considered a charitable gift and is tax-deductible to the extent allowed by law. Please keep this letter for your tax records. Our tax identification number is [Tax ID Number].

Thank you once again for your generosity and support. We are grateful to have you as a valued member of our community.

Warm regards,

[Your Name]

[Your Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]