

# Donation Acknowledgment Letter

Date: [Insert Date]

[Your Organization's Name]  
[Your Organization's Address]  
[City, State, Zip Code]

[Donor's Name]  
[Donor's Address]  
[City, State, Zip Code]

Dear [Donor's Name],

On behalf of [Your Organization's Name], I would like to extend our sincerest gratitude for your generous contribution of [Donation Amount] received on [Date of Donation]. Your support plays a crucial role in helping us achieve our mission of [briefly describe mission].

This letter serves as a formal acknowledgment of your donation. As a recognized 501(c)(3) organization, your contribution is tax-deductible to the fullest extent allowed by law. Please retain this letter for your tax records.

Once again, thank you for your generosity and support. We look forward to keeping you updated about our progress and the impact of your contribution.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Organization's Name]

**This acknowledgment is for your tax records.**