

Donation Acknowledgement Letter

Date: [Insert Date]

[Donor's Name]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

On behalf of [School Name], I would like to express our heartfelt gratitude for your generous contribution of [insert amount or item donated] on [insert donation date]. Your support plays an essential role in helping us achieve our goals and enhance the educational experience for our students.

Your kindness and commitment to our school community are truly inspiring. The funds/items will be used for [brief description of how the donation will be utilized]. We are excited to see the positive impact your generosity will bring.

Once again, thank you for your support. If you have any questions, please feel free to contact us at [insert contact information].

Sincerely,

[Your Name]

[Your Title]

[School Name]

[School Address]

[City, State, Zip Code]