

Donation Acknowledgment

Date: [Insert Date]

[Donor's Name]

[Donor's Address]

Dear [Donor's Name],

On behalf of [Organization's Name], I would like to extend our heartfelt gratitude for your generous donation of [Amount] received on [Date of Donation]. Your contribution will greatly assist us in [briefly explain how the donation will be used].

Additionally, we wish to acknowledge the travel expenses you incurred amounting to [Amount], which further supports our mission. Your willingness to go the extra mile to help our cause is sincerely appreciated.

This letter serves as a formal acknowledgment of your donation and travel expenses, which total [Total Amount]. You can retain this letter for your tax records. Our organization is a registered 501(c)(3) nonprofit, and your contributions are tax-deductible to the fullest extent allowed by law.

Thank you once again for your support. We could not achieve our goals without generous donors like you. If you have any questions, please feel free to contact us at [Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Organization's Name]

[Organization's Address]

[Organization's Phone Number]

[Organization's Email]