

Donation Receipt Acknowledgment

Date: [Date]

[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 heartfelt thanks for your generous donation of [Donation Amount] received on [Donation Date]. Your support is crucial in helping us achieve our mission of [Brief Description of Mission].

We would also like to inform you that your donation may qualify for a matching gift from your employer, [Employer's Name]. If you have not already done so, we encourage you to submit your donation for a matching gift to maximize your impact.

This letter serves as your official receipt for tax purposes. [Your Organization's Name] is a registered 501(c)(3) non-profit organization. Your contribution is tax-deductible to the extent allowed by law.

Thank you once again for your support. Your commitment to [Your Organization's Cause] makes a significant difference.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Organization's Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]