

# Donation Receipt Acknowledgment

Date: [Insert Date]

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

**Dear [Donor's Name],**

On behalf of [Organization Name], I would like to extend our heartfelt gratitude for your generous memorial gift of [Amount] made in honor of [Memorial Honoree's Name]. Your support makes a significant impact on our mission.

This donation will be utilized to [briefly describe how the donation will be used, e.g., fund a specific program or service]. We truly appreciate your contribution and commitment to our cause.

As a token of our appreciation, this letter serves as your official receipt for the donation made on [Date of Donation]. Please keep this document for your records. No goods or services were exchanged for this contribution, and it is fully tax-deductible as allowed by law.

If you have any questions or would like further information, please do not hesitate to contact us at [Phone Number] or [Email Address].

Thank you once again for your kindness and support.

Warm regards,

[Your Name] [Your Title] [Organization Name] [Organization Address] [City, State, Zip Code]  
[Phone Number] [Email Address]