

Formal Recognition of Donation

Date: [Insert Date]

[Donor's Name]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

On behalf of [Organization's Name], I would like to extend our heartfelt gratitude for your generous donation of [amount] on [date of donation]. Your support plays a crucial role in helping us achieve our mission of [briefly state mission or goal].

Your contribution will directly benefit [specific use of the donation or project], and we are excited to see the positive changes it will bring to the community.

Thank you once again for your generosity and support. We are honored to count you as a vital member of our [organization's name] family.

Sincerely,

[Your Name]

[Your Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

[Contact Information]