

Letter of Acknowledgment

Date: _____

To,

[Donor's Name]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

On behalf of [NGO Name], I would like to express our heartfelt gratitude for your generous contribution towards our outreach programs. Your support plays a crucial role in our mission to [briefly state mission, e.g., provide education, healthcare, etc.].

Thanks to your generosity, we have been able to [mention specific programs or initiatives funded by the donation]. Your commitment to helping us make a difference in the community is truly inspiring.

We acknowledge receipt of your donation of [amount or item donated] on [date]. We will ensure that your contribution is utilized effectively to benefit those in need.

Thank you once again for your tremendous support. We look forward to keeping you updated on our programs and the positive changes we are making together.

Sincerely,

[Your Name]

[Your Title]

[NGO Name]

[Contact Information]