

# Charitable Contribution Acknowledgment Letter

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 express our heartfelt gratitude for your generous contribution of [Amount] made on [Date of Contribution]. Your support plays a vital role in our mission to [briefly describe the mission or purpose of the organization].

This contribution will specifically help us to [mention specific project, program, or need that the donation will support]. Your commitment to helping us is invaluable and strengthens our efforts in the community.

Please note that no goods or services were exchanged for this contribution. This letter serves as a formal acknowledgment for your tax records. Our tax identification number is [Tax ID Number].

Thank you once again for your generosity and support. We are truly grateful for your partnership in our mission.

Sincerely,

[Your Name]

[Your Title]

[Organization's Name]

[Organization's Contact Information]