

Official Acknowledgment of Your Generous Donation

Date: [Insert Date]

Dear [Donor's Name],

On behalf of [Church Name], I want to extend our heartfelt thanks for your generous donation of [amount] on [date of donation]. Your support plays a vital role in furthering our mission and helps us serve our community.

Your contribution will be used for [brief description of how the funds will be used]. We truly appreciate your commitment and generosity.

This letter serves as a formal acknowledgment of your gift, and you may retain it for your records. Our tax identification number is [insert tax ID number], should you require it for tax purposes.

Thank you once again for your support. We are blessed to have you as a part of our church family.

Warmest regards,

[Your Name]

[Your Title]

[Church Name]

[Contact Information]