

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] on [date of contribution]. Your support helps us further our mission of [briefly describe the mission or purpose of the organization].

This letter serves as a formal acknowledgment of your tax-deductible contribution. Please keep this document for your records:

Contribution Amount: \$[amount]

Date of Contribution: [date of contribution]

Organization Name: [Organization's Name]

Tax Identification Number (TIN): [Organization's TIN]

We appreciate your support and look forward to your continued involvement with our organization. If you have any questions, please feel free to contact us at [phone number] or [email address].

Thank you once again for your generosity.

Sincerely,

[Your Name]

[Your Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]