

Charitable Contribution Recognition

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 contribution of [Insert Donation Amount] received on [Insert Date]. Your support plays a crucial role in helping us achieve our mission of [Briefly Describe the Organization's Mission].

Thanks to your generosity, we will be able to [Describe the impact of the donation, e.g., provide services, support programs, etc.]. Your commitment to our cause is sincerely appreciated and will help us make a significant difference in the lives of those we serve.

As a token of our appreciation, we are pleased to acknowledge your contribution and will provide you with a receipt for your records as required by the IRS for tax purposes.

Thank you once again for your generosity and commitment to [Organization's Name]. We look forward to updating you on our progress and hope to see you at our upcoming events.

Warm regards,

[Your Name]

[Your Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]