

Thank You for Your Generous Donation!

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 donation of [Amount] received on [Donation Date]. Your support is crucial in helping us achieve our mission to [Brief Description of Organization's Mission].

This letter serves as a formal acknowledgment of your contribution, which is tax-deductible to the extent permitted by law. Please retain this letter for your records.

[Organization's Name] is a [501(c)(3) or relevant designation] organization, and our tax identification number is [Tax ID Number].

Thank you once again for your generosity. We truly appreciate your support and commitment to our cause.

Sincerely,

[Your Name]

[Your Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]