

# Letter of Acknowledgment

Date: [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 thanks for your generous gift of [amount or description of the gift] received on [date]. Your support is vital to our mission and helps us [briefly describe how the gift will be used or its impact].

We greatly appreciate your commitment to [mention the cause or project], and your generosity makes a significant difference in the lives of those we serve.

Please keep this letter for your records as it serves as a receipt for your contribution. [Organization's Name] is a [501(c)(3) if applicable] organization, and your donation is tax-deductible to the extent permitted by law.

Thank you once again for your support. We look forward to keeping you updated on the positive impact of your gift. Should you have any questions, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Title]

[Organization's Name]

[Organization's Phone Number]

[Organization's Email Address]