

Letter of Acknowledgment

Date: [Insert Date]

[Donor's Name]

[Donor's Address]

[City, State, ZIP]

Dear [Donor's Name],

On behalf of [Social Service Agency Name], I would like to express our sincere gratitude for your generous donation of [amount or description of donation] received on [date of donation]. Your support plays a vital role in helping us achieve our mission of [briefly describe mission or impact of agency].

Your contribution will directly assist us in [describe specific project, program, or service supported by the donation]. Thanks to compassionate donors like you, we can continue to serve our community and make a significant difference in the lives of those in need.

As a token of our appreciation, we want to acknowledge that your gift may be tax-deductible. Please keep this letter for your records. Our tax identification number is [Tax ID Number].

Thank you once again for your commitment to our cause. We are truly grateful for your support, and we look forward to keeping you updated on the impact of your generosity.

Warm regards,

[Your Name]

[Your Title]

[Social Service Agency Name]

[Agency Address]

[City, State, ZIP]

[Phone Number]

[Email Address]