

# Charitable Gift Acknowledgment

Date: [Insert Date]

Dear [Donor's Name],

On behalf of [Organization's Name], I would like to extend our heartfelt thanks for your generous donation of [amount] on [date of donation]. Your commitment to our cause is truly appreciated and plays an essential role in our mission to [insert mission statement or purpose of the organization].

Your gift will help us [describe how the donation will be used]. We are grateful for your support and are honored to have you as a valued member of our community.

Please keep this letter as a receipt for your records. Our organization is a registered 501(c)(3) non-profit, and your contribution is tax-deductible to the fullest extent allowed by law. This acknowledgment serves as your record of the donation along with our federal tax identification number: [insert tax ID number].

Thank you once again for your kindness and support. We look forward to updating you on the impact of your generous contribution.

Sincerely,

[Your Name]

[Your Title]

[Organization's Name]

[Organization's Address]

[Phone Number]

[Email Address]