

# Letter of Acknowledgment for Charitable Contributions

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 contribution of [describe the contribution, e.g., monetary amount, specific items, etc.] received on [date of contribution]. Your support plays a vital role in helping us achieve our mission of [briefly describe the mission or purpose of the organization].

We are committed to ensuring that your contribution will make a meaningful impact in the lives of those we serve. Because of donors like you, we are able to [mention specific projects or programs funded by the donation].

This letter serves as your receipt for tax purposes. Please retain this acknowledgment for your records. Our tax exemption number is [insert tax ID number].

Once again, thank you for your generosity and support. We look forward to keeping you updated about our progress and the impact of your contribution.

Sincerely,

[Your Name]

[Your Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

[Contact Information]