

Thank You for Your Generous Donation!

Date: [Insert Date]

Donor Name: [Insert Donor Name]

Address: [Insert Donor Address]

Dear [Donor Name],

On behalf of [NGO Name], I would like to extend our heartfelt gratitude for your generous contribution of [Insert Donation Amount] on [Insert Donation Date]. Your support plays a crucial role in our mission to [briefly describe NGO mission or project].

This donation will be used to [provide specific details on how the donation will be used]. We are incredibly grateful for your support and commitment to making a difference in the lives of those we serve.

For your records, this letter serves as a receipt for your donation. [NGO Name] is a registered nonprofit organization under [Insert Tax ID or Registration Number], and your donation is tax-deductible to the extent permitted by law.

If you have any questions or would like to learn more about our ongoing projects, please do not hesitate to contact us at [Insert Contact Information].

Thank you once again for your generosity and support.

Sincerely,

[Your Name]

[Your Title]

[NGO Name]

[NGO Contact Information]