

# Charitable Contribution Acknowledgment Letter

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Date]

Dear [Donor's Name],

On behalf of [Your Organization's Name], I would like to express our heartfelt gratitude for your generous contribution of \$[amount] on [date of donation]. Your support plays a vital role in our mission to [briefly describe the mission or purpose of the organization].

This letter serves as a confirmation of your donation and can be used for tax purposes. Please note that no goods or services were provided in exchange for your contribution.

Thank you once again for your generosity. If you have any questions or need further assistance, feel free to contact us at [phone number] or [email address].

Sincerely,

[Your Name]

[Your Position]

[Your Organization's Name]

*Tax ID: [Your Tax ID Number]*