

Donation Acknowledgment Letter

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 extend our heartfelt gratitude for your generous donation of \$[Amount] received on [Date of Donation]. Your support will make a significant difference in our efforts to [briefly describe the purpose of the organization or project funded by the donation].

This letter serves as a formal acknowledgment of your contribution for tax purposes. Please retain this letter for your records.

If you have any questions, please feel free to contact us at [Phone Number] or [Email Address].

Thank you once again for your generosity and support.

Sincerely,

[Your Name]

[Your Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]