

# Contributions Acknowledgment Letter

Date: [Insert Date]

[Donor's Name]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

On behalf of [Organization Name], we would like to express our sincere gratitude for your generous contribution of [Amount] received on [Date]. Your support plays a crucial role in helping us achieve our mission of [Brief Description of Organization's Mission].

This letter serves as an acknowledgment of your contribution, which is tax-deductible as allowed by the IRS. Our tax identification number is [Tax ID Number]. Please retain this letter for your records.

Thank you once again for your support. We deeply appreciate your commitment to [Organization's Cause].

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]