

# Donation Confirmation Letter

Date: [Insert Date]

[Donor's Name]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

Thank you for your generous donation of [Amount] received on [Date] to [Organization's Name]. Your support is crucial to our mission.

This letter serves as a confirmation of your donation for tax exemption purposes. Please retain it for your records.

Your contribution will help [briefly describe how the donation will be used].

We appreciate your support and commitment to our cause.

Warm regards,

[Your Name]

[Your Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

[Contact Information]