

Thank You for Your Generous Donation

Date: [Insert Date]

[Donor's Name]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

On behalf of [Charity's Name], I would like to express our heartfelt gratitude for your recent generous donation of [Description of Gift, e.g., "cash," "goods," etc.] in the amount of [Amount or Description] received on [Date of Donation]. Your support is vital to our mission of [Brief Explanation of Charity Mission].

This letter serves as your official acknowledgment for tax purposes. [Charity's Name] is a 501(c)(3) tax-exempt organization, and your contribution is tax-deductible to the extent allowed by law. Please keep this letter for your records.

If you have any questions or would like further information, please do not hesitate to contact us at [Charity's Contact Information].

Thank you once again for your support. Together, we can make a difference.

Sincerely,

[Your Name]

[Your Title]

[Charity's Name]

[Charity's Address]

[City, State, Zip Code]