

Donation Acknowledgment Letter

Date: [Insert Date]

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

Dear [Donor's Name],

We are writing to express our heartfelt gratitude for your generous donation of [amount or item donated] on [date of donation]. Your support is invaluable to us and enables us to continue our mission of [briefly describe your organization's mission].

Your contribution will help us [mention specific use or purpose of the donation]. We appreciate your commitment to making a difference in our community.

For your records, our tax identification number is [EIN]. This letter serves as confirmation of your donation and may be used for tax purposes.

Thank you once again for your support. We look forward to keeping you updated on the impact of your generosity.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Contact Information]