Donation Confirmation

Date: [Insert Date]

[Donor's Name]

[Donor's Address]

[City, State, ZIP]

Dear [Donor's Name],

We are writing to formally acknowledge your generous donation of [insert donation amount] to [Organization's Name]. Your support is vital to our mission of [insert mission or purpose of the organization].

This donation will be used to [insert what the donation will be used for]. We truly appreciate your commitment to supporting our cause.

Please retain this letter as a receipt for your contribution. For your records, our tax identification number is [insert tax ID number].

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

Sincerely,

[Your Name]

[Your Position]

[Organization's Name]

[Organization's Address]

[Organization's Phone Number]