

# Donor Acknowledgment Letter

Date: [Insert Date]

[Donor's Name]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

We are incredibly grateful for your generous donation of [insert amount or description of donation] to [Organization Name]. Your support is vital to our mission, and we appreciate your commitment to [briefly describe the cause or purpose].

This letter serves as a formal acknowledgment of your donation for tax purposes. Please retain this letter for your records.

We confirm that no goods or services were provided in exchange for your generous donation.

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

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]