

Charitable Donation Acknowledgment Letter

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Date]

[Donor's Name]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

Thank you for your generous gift to [Your Organization's Name] on [Date of Donation]. We greatly appreciate your support, which helps us to [briefly describe the mission or project].

Your donation of [specify amount or description of in-kind donation] is acknowledged. No goods or services were provided in exchange for this contribution, making it fully tax-deductible to the extent allowed by law. Please retain this letter for your records.

If you have any questions, please do not hesitate to contact us at [Phone Number] or [Email Address].

Thank you again for your support.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]