

Donation Acknowledgment Letter

Date: [Insert Date]

[Donor's Name]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

On behalf of [Your Organization's Name], I would like to extend our heartfelt thanks for your generous donation of [Donation Amount] received on [Date of Donation]. Your support plays a vital role in helping us achieve our mission of [Brief Description of Your Organization's Mission].

Please keep this letter as a receipt for your records. This donation is tax-deductible to the extent permitted by law. No goods or services were provided in exchange for your contribution.

For your records, our tax identification number is [Tax ID Number].

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

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]