

Donation Acknowledgment

Date: [Insert Date]

[Donor's Name]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

On behalf of [School Name], I would like to extend our heartfelt gratitude for your generous donation of [amount or item donated] towards our recent fundraising efforts. Your support plays a vital role in helping us achieve our goals and enhance the educational experience for our students.

Your contribution will be used to [briefly explain how the funds will be used, e.g., support programs, purchase equipment, etc.]. We are truly grateful for your commitment to our school community.

If you have any questions or would like additional information about our initiatives, please do not hesitate to reach out.

Thank you once again for your generous support.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[School Address]

[City, State, Zip Code]

[Contact Information]