

Donation Acknowledgment Letter

Date: [Insert Date]

[Donor's Name]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

On behalf of [Charity Name], we would like to extend our heartfelt gratitude for your generous donation of [amount or description of goods] received on [date of donation]. Your support is vital to our mission of [briefly describe the mission of the charity].

Thanks to your contribution, we are able to [mention specific programs or services supported by the donation]. Your generosity makes a tremendous difference in the lives of those we serve.

This letter serves as a formal acknowledgment of your donation. Please keep this letter for your records. If you have any questions or would like to know more about how your donation has helped, feel free to contact us at [charity's contact information].

Thank you once again for your support!

Sincerely,

[Your Name]

[Your Title]

[Charity Name]

[Charity Address]

[Charity Phone Number]

[Charity Website]