

Charitable Contributions Summary

Date: [Insert Date]

[Donor's Name]

[Donor's Address]

[City, State, ZIP Code]

Dear [Donor's Name],

Thank you for your generous support of [Organization Name]. Your contributions have made a significant impact on our mission to [insert mission or purpose]. Below is a summary of your charitable contributions for the year [insert year]:

Date	Description	Amount
[Date of Contribution]	[Description of Contribution]	[Amount]

Total Amount Contributed: [Total Amount]

This letter serves as a receipt for your contributions and can be used for tax purposes. Please retain this document for your records.

Thank you once again for your support. Together, we are making a difference.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Organization Address]

[Organization Phone Number]

[Organization Email Address]