

Charitable Gift Acknowledgment

Date: [Insert Date]

[Donor's Name]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

On behalf of [Organization's Name], I would like to extend our heartfelt thanks for your generous gift of [amount or description of gift]. Your support is vital to our mission of [briefly state the mission or purpose of the organization].

Your contribution will help us [explain how the donation will be used, e.g., assist those in need, fund a specific program, etc.]. We are truly grateful for your commitment to our cause.

Please keep this letter as a record of your contribution. We are a registered 501(c)(3) non-profit organization, and your gift may be tax-deductible. Our tax ID number is [insert tax ID number].

Thank you once again for your generosity and support.

Sincerely,

[Your Name]

[Your Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

[Contact Information]