

Donation Summary

Date: [Insert Date]

Dear [Donor's Name],

Thank you for your generous support of [Organization Name]. We are grateful for your commitment to our mission and the impact you have made through your contributions.

Summary of Donations

Date	Amount	Donation Type
[Insert Date]	[\$[Insert Amount]]	[Insert Type]
[Insert Date]	[\$[Insert Amount]]	[Insert Type]
[Insert Date]	[\$[Insert Amount]]	[Insert Type]

Total Contributions

Your total contributions for the year are \$[Total Amount].

This summary serves as a record of your donations for tax purposes. Please retain this letter for your records.

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

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Organization Address]

[Contact Information]