

# Donation Summary

Date: [Insert Date]

Dear [Donor's Name],

Thank you for your generous donation to [Nonprofit Organization Name]. We are grateful for your support, which helps us to [briefly describe the mission or purpose of the organization].

Your contribution of \$[Donation Amount] made on [Donation Date] is tax-deductible to the extent allowed by law.

Our tax identification number is [Tax ID Number]. Please keep this letter for your records as a receipt of your donation.

We appreciate your support and commitment to our cause. Thank you once again for your generosity!

Sincerely,

[Your Name]

[Your Title]

[Nonprofit Organization Name]

[Contact Information]