

# Year-End Charitable Contribution Summary

Date: [Insert Date]

Donor Name: [Insert Donor Name]

Donor Address: [Insert Donor Address]

Dear [Donor Name],

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

## Contribution Summary

Date	Description	Amount
[Insert Date]	[Insert Description]	[\$[Insert Amount]]

Total Contributions: \$[Insert Total Amount]

This letter serves as a receipt for your contributions. Please retain this summary for your tax records.

Thank you once again for your continued support. We wish you all the best in the upcoming year!

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Organization Address]