

# Donation Acknowledgment Letter

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 gratitude for your generous donation of [amount/type of donation] towards our service project, [Project Name]. Your support plays a critical role in helping us achieve our mission of [briefly describe project goals/mission].

Your contribution will help us [explain how the donation will be used]. We truly appreciate your commitment to making a positive impact in our community.

Thank you once again for your generosity. We look forward to keeping you updated on the progress of [Project Name] and hope to have the opportunity to work together in the future.

Sincerely,

[Your Name]

[Your Title]

[Organization's Name]

[Contact Information]