

# Donation Recognition Letter

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

Dear [Donor's Name],

On behalf of [Your Organization's Name], I would like to express our heartfelt gratitude for your generous donation of [specific amount or item donated] towards our service project, [Project Name]. Your support plays a crucial role in helping us [briefly explain the impact of the donation, e.g., "provide essential services to underserved communities"].

Thanks to your kindness and commitment to making a difference, we are able to [mention any specific outcomes expected from the donation]. We truly appreciate your support and your belief in our mission.

We look forward to keeping you informed about the progress of our project and the positive changes your contribution is making in our community.

Thank you once again for your generous support.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]