

Letter of Acknowledgment

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Donor's Name]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

We would like to extend our heartfelt thanks for your generous support of [Project or Event Name]. Your contribution of [Amount] will significantly impact our efforts in [describe how the donation will be used].

We are truly grateful for your commitment to [Organization's Mission/Goals]. With your support, we are one step closer to [specific outcome or impact].

This letter serves as an official acknowledgment of your donation and can be used for tax purposes. Please keep it for your records.

Thank you once again for your generosity and support. We hope to continue working together to make a difference in our community.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]