

# Donation Acknowledgment Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to express our heartfelt gratitude for your generous donation of [amount or item] to [organization/cause]. Your support plays a crucial role in our efforts to [briefly describe purpose or mission].

Thanks to your contribution, we are able to [describe impact of donation]. We truly appreciate your kindness and commitment to making a difference.

This letter serves as a formal acknowledgment of your contribution and can be used for your tax records. If you have any questions, please feel free to contact us.

Thank you once again for your support!

Warm regards,

[Your Name]

[Your Title]

[Organization Name]

[Organization Address]