

Personnel Donation Recognition Letter

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

On behalf of [Organization/Company Name], I would like to extend our heartfelt appreciation for your generous donation of [specific donation details] made on [date of donation]. Your commitment to [cause or purpose of the donation] demonstrates a commendable spirit of giving and community involvement.

Your support plays a vital role in helping us achieve our mission of [brief statement about the mission or goals of the organization]. Thanks to your kindness, we can continue to make a positive impact and provide assistance to those in need.

Once again, thank you for your generosity. We are incredibly grateful for your support and dedication to [mention specific project or initiative].

Warm regards,

[Your Name]

[Your Position]

[Organization/Company Name]

[Contact Information]