

Letter of Acknowledgment

Date: [Insert Date]

[Donor's Name]

[Donor's Address]

[City, State, Zip]

Dear [Donor's Name],

On behalf of [Your Organization's Name], I would like to express our sincere gratitude for your generous contribution of [specific amount or nature of donation] received on [date of donation]. Your support plays a vital role in helping us achieve our mission to [briefly explain mission or purpose].

Thanks to your generosity, we are able to [mention specific projects, initiatives, or programs funded by the donation]. Your commitment to our cause is invaluable, and we are truly grateful for your support.

Please keep this letter as a formal acknowledgment of your contribution for your tax records. [Your Organization's Name] is a registered 501(c)(3) nonprofit organization, and our tax identification number is [insert tax ID].

Once again, thank you for your kindness and support. We look forward to keeping you updated on our progress and future initiatives.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip]

[Phone Number]

[Email Address]