

# Charitable Contribution Acknowledgement Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Donor's Name]

[Donor's Address]

[City, State, ZIP Code]

Dear [Donor's Name],

On behalf of [Charitable Organization's Name], I would like to express our heartfelt gratitude for your generous contribution of [Amount] made on [Date]. Your support plays a vital role in helping us achieve our mission and make a positive impact on the lives of those we serve.

As a registered nonprofit organization, your contribution is instrumental in enabling us to [briefly describe the activities or initiatives your organization undertakes]. Your donation not only provides immediate assistance but also contributes to our long-term efforts to [mention any long-term goals or projects your organization is working on].

We are pleased to inform you that your donation is tax-deductible under section 501(c)(3) of the Internal Revenue Code. To help you claim this deduction, we have enclosed an official receipt for your records.

Donation Details:

- Date of Donation: [Date]
- Donation Amount: [Amount]
- Description: [Brief description of the purpose of the donation]

Please retain this letter and receipt for your tax records. We recommend consulting with a tax

professional to determine the specific tax benefits applicable to your donation.

Once again, thank you for your commitment to our cause. Your kindness and generosity make a significant difference, and we are honored to have you as a partner in our mission. If you have any questions or would like to learn more about our organization's work, please do not hesitate to contact us at [Contact Information].

With sincere appreciation,

[Your Name]

[Your Title]

[Charitable Organization's Name]

[Charitable Organization's Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

Enclosure: Donation Receipt