

# Donation Acknowledgement Letter

[Your Name]

[Your Title/Position]

[Your Organization's Name]

[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],

On behalf of [Your Organization's Name], I would like to extend our heartfelt gratitude for your generous donation of [Donation Amount] received on [Date of Donation]. Your support is invaluable to us and plays a crucial role in enabling us to continue our mission and make a positive impact in our community.

Your contribution will go directly towards [Brief Description of the Purpose/Project Funded by the Donation], allowing us to [Explain how the donation will be used and the impact it will have]. Your belief in our cause drives us to work even harder to achieve our goals.

We understand that your decision to donate is a demonstration of your commitment to [Cause/Goal], and we assure you that we are dedicated to utilizing your contribution effectively and transparently.

As a token of our appreciation, we will be sending you a formal receipt for your donation for tax purposes. Please keep this receipt for your records.

Once again, thank you for your generosity and support. We value your partnership and look forward to keeping you updated on the progress of [Project/Initiative]. If you have any questions or would like

to learn more about our work, please feel free to contact us at [Email Address] or [Phone Number].

Thank you for making a difference in the lives of those we serve.

Sincerely,

[Your Handwritten Signature if sending a physical letter]

[Your Typed Name]

[Your Title/Position]

[Your Organization's Name]