

Donation Receipt 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],

We hope this letter finds you well. On behalf of [Organization Name], I am writing to express our heartfelt gratitude for your generous donation. Your contribution of [Amount Donated] to support our mission and initiatives has been received and is greatly appreciated.

Your generosity will make a significant impact on the lives of those we serve and will help us continue our efforts to [describe the purpose of your organization's mission and how the donation will be utilized].

We want to assure you that every penny of your donation will be used responsibly and efficiently, in line with our commitment to transparency and accountability. We understand the trust you have placed in us, and we are committed to using your contribution to create a positive and lasting change in the lives of the people we assist.

As a token of our appreciation, we have enclosed an official receipt for your donation. This receipt can be used for tax purposes as [Organization Name] is a registered 501(c)(3) nonprofit organization. Please consult with your tax advisor to determine the specific tax benefits of your contribution.

Once again, we cannot thank you enough for your support. Without caring individuals like you, our

work would not be possible. If you have any questions or would like to learn more about our projects and activities, please do not hesitate to contact us.

Thank you for standing with us in our mission to make a difference.

With sincere gratitude,

[Your Name]

[Your Title/Position]

[Organization Name]

[Contact Information]