

# Memorial Gift Acknowledgement Letter

[Your Name]

[Your Title/Position]

[Your Organization]

[Address]

[City, State, ZIP]

[Email Address]

[Phone Number]

[Date]

[Donor's Name]

[Donor's Address]

[City, State, ZIP]

Dear [Donor's Name],

On behalf of [Your Organization], I would like to express our heartfelt gratitude for your generous memorial gift in memory of [Honored Individual's Name]. Your thoughtful contribution serves as a meaningful tribute to their memory and will have a lasting impact on our organization's mission and the lives we touch.

Your donation of [Amount] will directly support [Brief Description of How the Donation Will Be Used]. Your support enables us to [Highlight the Impact of the Donation on Your Organization's Goals or Initiatives].

We understand that memorial gifts are deeply personal, and we want to assure you that your contribution will be utilized in the most effective and meaningful way possible. We are committed to honoring the memory of [Honored Individual's Name] by [Briefly Mention How the Donation Connects to Their Legacy or Passion].

Please consider this letter as an acknowledgment of your generous gift. No goods or services were provided in exchange for your contribution, making your gift tax-deductible to the extent allowed by

law. Our organization's Tax ID is [Tax ID Number], and a formal receipt for your records will be sent separately.

If you would like to stay updated on the impact of your gift or receive further information about our programs, please feel free to contact us at [Email Address] or [Phone Number]. We value your involvement and interest in our work.

Once again, we extend our heartfelt appreciation for your support during this time of remembrance.

Your generosity ensures that the legacy of [Honored Individual's Name] will continue to make a positive difference in the lives of others.

With warm regards,

[Your Handwritten Signature if Mailed]

[Your Typed Name]

[Your Title/Position]

[Your Organization]