

Charitable Donation Acknowledgment Letter

Subject: Thank You for Your Generous Donation

Dear [Donor Name],

On behalf of [Organization Name] and all those we serve, I want to express our heartfelt gratitude for your generous donation of \$[Amount] received on [Date].

Your contribution will directly support [Specific Program/Cause] and make a meaningful difference in our community. Because of donors like you, we can continue our mission to [Organization Mission].

For tax purposes, please note that no goods or services were provided in exchange for this contribution. Our tax-exempt identification number is [EIN Number]. Please retain this letter as your official tax receipt.

We will keep you updated on how your donation is making an impact through our quarterly newsletter. If you prefer not to receive updates, please let us know.

Thank you again for your compassion and generosity. Together, we are creating positive change.

With sincere appreciation,

[Director Name]

[Title]

[Organization Name]

[Contact Information]

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