

Sample Nonprofit Gift Acknowledgement Letter

[Your Nonprofit Organization's Letterhead]

[Date]

[Donor's Name]

[Donor's Address]

[City, State, ZIP Code]

Dear [Donor's Name],

On behalf of [Your Nonprofit Organization's Name], I am writing to express our heartfelt gratitude for your generous gift of [Donation Amount] received on [Date of Donation]. Your support plays a vital role in helping us achieve our mission of [Briefly describe your nonprofit's mission and goals].

Your commitment to [cause or project supported by the donation] is deeply appreciated and will have a lasting impact on the lives of those we serve. Your contribution will enable us to [describe how the donation will be used, specific projects or programs it will support, etc.].

As a token of our appreciation, enclosed is a small gift as a gesture of thanks. We hope you find it a fitting representation of our gratitude.

Please retain this letter for your records, as it serves as an official acknowledgement of your donation for tax purposes. [Your Nonprofit Organization's Name] is recognized as a tax-exempt organization under section 501(c)(3) of the Internal Revenue Code, and your contribution is tax-deductible to the extent allowed by law.

Once again, thank you for your generosity and support. We are truly honored to have you as a valued partner in our mission. If you have any questions or would like to learn more about our programs and initiatives, please feel free to contact us at [Your Contact Information].

With warm regards,

[Your Name]

[Your Title]

[Your Nonprofit Organization's Name]

[Phone Number]

[Email Address]

[Website]

Enclosure: [Include any additional documents or materials, such as a tax-exemption statement or informational brochure.]

[Your Nonprofit Organization's Address]

[City, State, ZIP Code]

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