

[Your Organization's Letterhead]

[Date]

[Donor's Name]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

Subject: Acknowledgment of In-Kind Donation

On behalf of [Your Organization's Name], I would like to extend our heartfelt thanks for your generous in-kind donation of [describe the donated items/services] received on [date of receipt].

Your support plays a vital role in helping us achieve our mission of [briefly state your mission or purpose]. Your contribution will directly benefit [describe how the donation will be used or who it will help].

We appreciate your commitment to [mention the cause or community]. If you have any questions or would like additional information, please feel free to contact us at [your contact information].

Thank you once again for your generosity.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

[Your Organization's Phone Number]

[Your Organization's Email Address]