

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Charity Organization's Name]
[Organization's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my sincere support for [Charity Organization's Name] and to confirm my charitable contribution of [amount] made on [date of contribution].

I believe in the important work that you do [briefly mention the charity's mission or project].

Thank you for your dedication and efforts in making a difference in our community.

Sincerely,
[Your Name]