

[Your Organization's Letterhead]

[Date]

[Donor's Name]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

Thank you for your generous contribution of [amount] received on [date]. Your support is vital to our mission and helps us to [brief description of how the donation will be used].

This letter serves as a receipt for your tax-deductible donation. Please keep it for your records.

[Your Organization's Name] is a registered 501(c)(3) nonprofit organization, and your donation is tax-deductible to the fullest extent allowed by law. Our tax identification number is [EIN].

Thank you once again for your support. If you have any questions, please feel free to contact us at [contact information].

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Organization's Contact Information]