

[Your Organization's Letterhead]

[Date]

[Donor's Name]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

Thank you for your generous donation of [\$amount] received on [date].

Your support is vital to our mission at [Your Organization's Name], and we sincerely appreciate your commitment to helping us [briefly state purpose or project].

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

[Optional: Include a brief impact statement or mention specific ways the donation will be used.]

If you have any questions or need further information, please feel free to contact us at [contact information].

Thank you once again for your generous support.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Organization's Phone Number]

[Your Organization's Email Address]

[Your Organization's Website]