

[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] made on [Donation Date]. Your support is vital to our mission and helps us [briefly describe what the donation will support or accomplish].

This letter serves as your official receipt for tax purposes. Please keep it for your records.

- Donation Amount: \$[amount]

- Donation Date: [Donation Date]

- Tax-Exempt Status: [Your Organization's Name] is a 501(c)(3) non-profit organization.

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

Thank you once again for your support!

Warm regards,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Phone Number]

[Your Email Address]

[Your Website URL]

[Optional: Additional Notes or Information about Upcoming Events]