

[Your Organization's Letterhead]

[Date]

[Donor's Name]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

Thank you for your generous support in [Year]. We are grateful for your contribution of [Donation Amount], received on [Donation Date]. Your support helps us [brief statement on how the donation is used].

This letter serves as a receipt for your donation. Our tax ID number is [Tax ID Number]. Please retain this for your records.

Thank you once again for your commitment to our mission.

Warm regards,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]

[Website URL]