

[Your Organization's Letterhead]

[Date]

[Donor's Name]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

On behalf of [Your Organization's Name], I would like to extend our heartfelt gratitude for your generous donation of [Amount] received on [Date of Donation]. Your support is invaluable to us and plays a crucial role in furthering our mission to [Briefly describe the mission or purpose of your organization].

This letter serves as a receipt for your donation.

**\*\*Donation Details:\*\***

- Amount: \$[Amount]

- Date of Donation: [Date]

- Payment Method: [Cash/Credit Card/Check, etc.]

- Purpose of Donation: [If specific, state the purpose]

As a registered [501(c)(3) / your organization's tax status] charitable organization, your donation is tax-deductible to the extent permitted by law. Our Tax ID number is [EIN/Tax ID Number].

Thank you once again for your generous support. Together, we can make a difference in the lives of those we serve. If you have any questions or need further assistance, please feel free to contact us at [Your Contact Information].

Warm regards,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Organization's Contact Information]

[Website URL] (if applicable)

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[Optional: Any promotional or upcoming events related to the organization]