

[Your Nonprofit Organization's Name]  
[Your Nonprofit Organization's Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]  
[Website URL]  
[Date]

[Donor's Name]  
[Donor's Address]  
[City, State, Zip Code]

Dear [Donor's Name],

Thank you for your generous donation of [Amount] on [Date of Donation].  
Your support helps us [briefly describe what the donation will help  
accomplish].

This letter serves as a receipt for your donation, which is tax-  
deductible under IRS regulations. Please retain this letter for your  
records.

Donation Amount: \${Amount}

Date of Donation: [Date]

Transaction Reference (if applicable): [Reference Number]

Again, thank you for your support and commitment to [Your Nonprofit's  
Mission]. We couldn't do it without donors like you!

With gratitude,

[Your Name]

[Your Position]

[Your Nonprofit Organization's Name]