

[Your Organization's Letterhead]

[Date]

[Donor's Name]

[Donor's Address]

[City, State, ZIP]

Dear [Donor's Name],

On behalf of [Your Organization's Name], we extend our heartfelt gratitude for your generous donation of [amount] on [date of donation]. Your support plays a crucial role in helping us [briefly describe the mission or specific project].

This letter serves as your official receipt for tax purposes. Please keep it for your records, as we are a registered 501(c)(3) organization. Your contribution will make a significant impact in our community, and we are truly grateful for your commitment to our cause.

Thank you once again for your kindness and support. We look forward to keeping you updated on our progress and hope to see you at our upcoming events.

Warm regards,

[Your Name]

[Your Title]

[Your Organization's Name]

[Contact Information]

[Website URL]