

[Your Organization's Letterhead]

[Date]

[Donor's Name]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

Subject: Donation Confirmation

We are pleased to confirm that we have received your generous donation of [amount] on [date of donation]. Your support enables us to continue our mission of [briefly state the purpose or mission of your organization]. Your contribution will be used to [describe how the donation will be used or its impact]. We are truly grateful for your support and commitment to making a difference in our community.

Please find attached a receipt for your records. Should you have any questions or need further assistance, feel free to contact us at [phone number] or [email address].

Thank you once again for your kindness and generosity.

Warm regards,

[Your Name]

[Your Position]

[Your Organization's Name]

[Your Organization's Phone Number]

[Your Organization's Email Address]