

[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 of [Organization Name]. We are grateful for your recurring donation of [Amount] scheduled for [Frequency] (e.g., monthly, quarterly). Your contributions are vital in helping us achieve our mission of [brief description of mission or purpose].

This letter serves as a receipt for your donation. As of [Date of Last Donation], your total contributions for the year amount to [Total Amount].

[Optional: Brief update on how donations are being utilized or current projects.]

Your support makes a difference. If you have any questions or need further assistance, please do not hesitate to contact us at [Contact Information].

Thank you once again for your commitment to [Organization Name].

Warm regards,

[Your Name]

[Your Title]

[Organization Name]

[Organization Contact Information]

[Organization Website]

[Optional: Tax Information or EIN for tax deduction purposes]