

[Your Non-Profit Organization's Letterhead]

[Date]

[Donor's Name]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

On behalf of [Your Non-Profit Organization's Name], I would like to extend our heartfelt thanks for your generous donation of [amount] received on [date of donation]. Your support plays a crucial role in helping us achieve our mission of [brief description of your organization's mission].

This contribution is a tax-deductible donation and serves as your receipt for your records. Our federal tax ID number is [EIN number].

Again, we are incredibly grateful for your support. Together, we can make a significant impact on the [specific cause or community you serve].

Thank you for believing in our work!

Warm regards,

[Your Name]

[Your Title]

[Your Non-Profit Organization's Name]

[Your Contact Information]

[Website URL]