

[Your Organization's Letterhead]

[Date]

[Donor's Name]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

We are deeply grateful for your generous donation of [amount] on [date] to [Your Organization's Name]. Your support plays a crucial role in helping us [briefly describe the mission or program].

This letter serves as your official receipt for your contribution. Your donation is tax-deductible to the extent permitted by law.

Donation Amount: \$[amount]

Donation Date: [date]

Transaction ID (if applicable): [ID number]

Thank you once again for your kindness and commitment to [Your Organization's Mission]. Together, we are making a difference.

Warm regards,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Organization's Contact Information]

[Website URL]