

[Your Organization's Letterhead]

[Date]

[Donor's Name]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

On behalf of [Your Organization's Name], I would like to extend our heartfelt gratitude for your generous donation made on [Date of Donation]. Your contribution of [Amount Donated or Description of Donation] is immensely appreciated and will significantly impact our efforts toward [Brief Description of Purpose/Project].

This letter serves as your official receipt for your donation, which is tax-deductible under IRS regulations. Please keep this document for your records.

**\*\*Donation Details:\*\***

- Amount: [Amount Donated]

- Date of Donation: [Date]

- Description: [Description of Donation]

We are grateful for your support and commitment to our mission. Should you have any questions, please feel free to contact us at [Your Organization's Phone Number] or [Your Organization's Email].

Thank you once again for your generosity.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

[Your Organization's Phone Number]

[Your Organization's Website]