

[Your Organization's Letterhead]

[Date]

[Donor's Name]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

Thank you for your generous donation of [Donation Amount] on [Donation Date] to [Organization Name]. Your support plays a vital role in helping us [briefly explain purpose or mission].

This letter serves as a receipt for your contribution, which is tax-deductible to the extent allowed by law.

If you have any questions, please feel free to contact us at [Phone Number] or [Email Address].

Thank you once again for your generosity!

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

[Organization Phone Number]

[Organization Website]