

[Your Organization's Letterhead]

[Date]

[Donor's Name]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

We are incredibly grateful for your generous donation of [amount] received on [date]. Your support plays a vital role in [briefly explain the purpose or mission of your organization, e.g., helping children in need, supporting medical research, etc.].

This letter serves as a formal receipt for your contribution. Please keep it for your records as it can be used for tax purposes.

Donation Amount: \$[amount]

Donation Date: [date]

Donor Name: [Donor's Name]

Donor Address: [Donor's Address]

We truly appreciate your commitment to [specific cause or organization mission]. Thanks to your generosity, we can continue to [mention a specific program or project funded by the donation].

If you have any questions regarding this receipt or wish to learn more about the impact of your donation, please feel free to reach out at [contact information].

Thank you once again for your generous support!

Warm regards,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Organization's Contact Information]

[Your Organization's Website]