

[Your Organization's Logo]  
[Your Organization's Name]  
[Your Organization's Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]  
[Website URL]  
[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 thank you for your generous donation of [donation amount or item description] made on [date of donation]. Your support plays a crucial role in helping us achieve our mission to [brief description of the organization's mission or purpose].

This letter serves as a formal receipt for your donation. Please retain this letter for your tax records.

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

- Donation Amount: \$[Amount]
- Date of Donation: [Date]
- Description of Donation: [Description if applicable]

[Your Organization's Name] is a registered 501(c)(3) nonprofit organization. Our tax identification number is [EIN].

Thank you once again for your support. We appreciate your commitment to [mention the cause or mission] and look forward to keeping you updated on our progress.

Warm regards,

[Your Name]  
[Your Title]  
[Your Organization's Name]  
[Optional: Contact Information]  
[Optional: Social Media Links]