

[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 [Amount] made on [Date] to [Your Organization's Name]. Your support is vital to our mission and helps us [briefly describe what the donation will support, e.g., provide resources, assist communities, etc.].

This letter serves as your official receipt for tax purposes. Please keep it for your records.

****Donation Details:****

- ****Donation Amount:**** [Amount]

- ****Date of Donation:**** [Date]

- ****Transaction ID (if applicable):**** [Transaction ID]

We deeply appreciate your commitment to [mention specific cause or mission]. Your contribution allows us to continue our work and make a difference in the community.

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

Thank you once again for your support!

Warm regards,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Organization's Contact Information]

[Website URL]

****Note:**** [Your Organization's Tax ID, if applicable]