

[Your Organization's Letterhead]

[Date]

[Donor's Name]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

Thank you for your generous contribution of [\$Amount] received on [Date of Donation]. Your support is invaluable to our mission to [briefly describe mission or purpose].

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

Donation Details:

- Amount: [\$Amount]

- Date: [Date of Donation]

- Purpose: [Specific program or general support]

We are sincerely grateful for your commitment to [Organization's Name].

Your contribution allows us to continue our important work and make a meaningful impact.

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]

[Organization's Name]

[Organization's Phone Number]

[Organization's Website]