

[Your Name]  
[Your Position]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Acknowledgment of Funds Received

I am writing to formally acknowledge the receipt of funds amounting to [amount] that were generously donated to [your organization's name] on [date].

We are sincerely grateful for your support and commitment to our mission of [brief description of mission or purpose]. Your contribution will significantly aid us in [describe how the funds will be used or the project it will support].

Please feel free to reach out if you have any questions or require further information regarding the allocation of these funds. We look forward to keeping you updated on our progress and the impacts of your generosity.

Thank you once again for your support.

Warm regards,

[Your Name]  
[Your Position]  
[Your Organization]