

[Organization Name]
[Organization Address Line 1]
[Organization Address Line 2]
[City, State ZIP]
[Phone Number]
[Email Address]
[EIN/Tax ID: _____]

[Date]

[Donor Name]
[Donor Address Line 1]
[Donor Address Line 2]
[City, State ZIP]

Dear [Donor Name],

On behalf of [Organization Name], thank you for your generous contribution. We gratefully acknowledge receipt of your charitable donation as described below:

Donation Amount or Description:	[_____]
Date Received:	[_____]
Donation Type:	[Check, Credit Card, In-Kind, etc.]

[No goods or services were provided in exchange for your contribution.]
[If applicable, describe goods/services received and their value.]

Your support enables us to continue our mission of [briefly state organization's mission or program].

Sincerely,

[Authorized Signature]
[Title]
[Organization Name]