

**Sample Acknowledgement Letter for Donation**

**[DONOR's NAME]**

**ADDRESS**

**CITY STATE ZIP**

DATE

[RECEIVER NAME]

ADDRESS

CITY STATE ZIP

Dear [Representative of the donor]:

On behalf of **[RECEIVER NAME] ORGANIZATION**, we would like to thank for your contribution of **[specify items being donated]**, which we received on **[Date]**.

**RECEIVER NAME] ORGANIZATION]** as you already know is non-profit organization, established to [insert information about organization / mission]. **[RECEIVER NAME] ORGANIZATION** can only fulfill its mission by receiving support from [information about donor base]—that includes you. Your support goes a long way in helping us to achieve these goals. **[RECEIVER NAME] ORGANIZATION** a 501(c) (3) tax-exempt organization as recognized by the Internal Revenue Service. No goods or services, in whole or in part, were received in exchange for this contribution; therefore, the full value of our contribution is deductible for income tax purposes. This letter is provided by the **[RECEIVER NAME] ORGANIZATION** in order to express our gratitude and to comply with the rules and regulations promulgated by the Internal Revenue Service. Please retain this letter with your tax records.

For more information about our organization, please visit our website at [insert website]. Once again, thank you for your support of our Organization that has enriched so many people over the years.

Please know that your continued support is very much appreciated by our beneficiaries.

With warmest thanks,

NAME

President,

ORGANIZATION