

Charity Organization Name

123 Charity Avenue
City, State ZIP
Phone: (123) 456-7890
Email: info@charityorg.org

Date: June 20, 2024

Donor Name

456 Donor Street
City, State ZIP

Dear [Donor Name],

On behalf of **Charity Organization Name**, I would like to sincerely thank you for your generous donation of **\$[Amount]**, received on **[Date of Donation]**. Your support is invaluable to our mission of **[briefly describe mission or project supported]**.

This letter serves as an official acknowledgment of your charitable contribution. No goods or services were provided in exchange for your donation. Your contribution is tax-deductible to the extent permitted by law.

Tax ID: [EIN Number]

Your generosity makes it possible for us to continue our work and reach more individuals in need. Thank you again for your commitment and support.

Sincerely,

[Authorized Signatory Name]

[Title]

Charity Organization Name

Important Notes:

- Ensure all donor and donation details are accurate.
- State clearly whether any goods or services were provided in exchange for the donation.
- Include your organization's EIN (tax ID number) for the donor's tax records.
- Keep a copy of this letter for your own records.
- Letters should be sent promptly after receipt of the donation.