

# Donor Acknowledgment Document

Date: [Insert Date]

**Donor Name:** [Insert Donor Name]

**Address:** [Insert Donor Address]

**Contact:** [Insert Donor Email/Phone]

Dear [Donor Name],

On behalf of [Organization Name], we gratefully acknowledge your generous contribution. Your support is vital to our mission. The details of your donation are as follows:

**Amount/Value:** [Insert Donation Amount or Description]

**Date of Donation:** [Insert Donation Date]

**Purpose/Designation:** [Insert Purpose, if specified]

**Tax Exempt Status:** [Organization Name] is a tax-exempt organization as described in Section 501(c)(3) of the Internal Revenue Code. EIN: [Insert EIN]

**Goods or Services Provided:** [State whether any goods or services were provided in return for the donation. If none, state "No goods or services were provided in exchange for this contribution."]

Once again, thank you for your valuable support. Your generosity helps us continue our important work.

Sincerely,

[Authorized Signatory]

[Title]

[Organization Name]

## Important Notes

- Include accurate recipient and donor details for record-keeping and tax purposes.
- Specify if any goods or services were provided in exchange for the donation.
- The acknowledgment should be sent promptly after receiving the donation.
- Maintain a copy for organizational records.
- Consult legal or tax professionals for compliance with applicable regulations.