[Your Name]

[Organization’s Name]

[Street Address]

[City, St Zip]

[Optional – Email Address]

[Today’s Date]

[Name of Recipient]

[Address]

[City, St Zip]

Dear [Name of Recipient],

Thank you so much for your very generous donation of $[amount] to [Your Organization] received on [Date].

[Briefly mention your organization and tie it back into the specific event or request that resulted in the donation.]

[Provide some personal details about how the donor’s gift will be used or their specific role in reaching your organization’s goals.]

Respectfully, [or With Kind Regards,]

[Signature]

[Typed Name]

[Title]