

[Date]

[Name]

[Address]

[City, State Zip]

Dear [Name]:

[Your Organization's Name] is very pleased to receive your [Year] contribution of \$[XX] on [Date Received]. Your contribution makes it possible for us to [Mission/Vision].

Contributions from individuals are so valuable as they not only help us [Mission/Vision], but also convey your support and endorsement of our initiatives to [Mission].

[Your Organization's Name] is a 501 (c)(3) organization, and your contribution is tax deductible to the full extent of the law. We verify that you have received no goods or services in exchange for this gift.

Again, we thank you so much for your generous support.

Sincerely,

[Name]

[Title]