

DONATION THANK YOU LETTER

Donor Name: _____
Address: _____
City, State, ZIP: _____

Dear Valued Donor,

On behalf of [Organization Name], we extend our deepest gratitude for your generous donation. Your support enables us to continue our mission and makes a significant impact in our community. We sincerely appreciate your commitment to our cause and your willingness to help us achieve our goals. Donation Details: Donation Amount:

\$_____ Method of Donation: _____ Description of Gift (if non-monetary):

_____ This letter serves as an official acknowledgement for your donation. [Organization Name] is recognized as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code. No goods or services were provided in exchange for your contribution, making your donation fully tax-deductible to the extent allowed by law. Please retain this letter for your records. If you have any questions or require additional information, feel free to contact us at [Organization Phone Number] or [Organization Email Address]. Thank you once again for your generosity and support. Sincerely, [Authorized Representative Name] [Title] [Organization Name] [Organization Address] [Organization Phone Number] [Organization Email Address]

Authorized Signature

Donor Signature

Signature: _____

Signature: _____

Important IRS Legal Information

Federal Tax ID: [Organization Tax ID Number] [Organization Name] is a 501(c)(3) tax-exempt organization as defined by the Internal Revenue Code. No goods or services were provided in exchange for this donation. Please consult your tax advisor for specific tax advice. This letter confirms your donation is deductible under U.S. law to the extent allowed.

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