

NONPROFIT ORGANIZATION THANK YOU LETTER

From:

Nonprofit Organization Name: _____

Address: _____

Phone / Email: _____

To:

Donor's Full Name: _____

Address: _____

Phone / Email: _____

Dear Donor,

Expression of Gratitude

On behalf of the Board of Directors, staff, and beneficiaries of [Nonprofit Organization Name], we sincerely thank you for your generous contribution. Your support plays a crucial role in enabling us to fulfill our mission and make a meaningful impact in our community.

Use of Donation

Your donation will be used responsibly and exclusively for the purposes aligned with our nonprofit's objectives, which include [briefly describe programs or projects]. We assure you that every dollar is spent with transparency and diligence.

Tax Deductibility and Compliance

As a 501(c)(3) tax-exempt organization, your donation is tax-deductible to the fullest extent permitted by law. No goods or services were provided in exchange for your donation unless otherwise stated. Please retain this letter as your official receipt for tax purposes.

Acknowledgment of Donation Amount

We acknowledge receipt of your contribution of \$_____. Should you require additional documentation or have any questions regarding your donation, please do not hesitate to contact us.

Legal Compliance and Enforceability

This acknowledgment complies with all applicable United States federal and state laws governing charitable contributions and donor acknowledgments. Our organization maintains records in accordance with IRS regulations and is committed to ethical fundraising practices.

Closing and Future Engagement

We deeply appreciate your commitment to our cause and look forward to your continued partnership. Together, we can achieve lasting positive change. Thank you once again for your generosity.

Sincerely,

Authorized Signature

Signature: _____

Name: _____

Title: _____

[Nonprofit Organization Name] is a nonprofit organization recognized as tax-exempt under Section 501(c)(3) of the Internal Revenue Code. No goods or services were provided in exchange for your contribution unless otherwise stated in this letter.

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