[Company Name]

[Company Address]

[City, State, ZIP Code]

**Subject: Acknowledgment of Your Generous Donation**

Dear [Donor’s Name],

On behalf of [ORGANIZATION NAME], I would like to extend our heartfelt gratitude for your generous donation of [AMOUNT/ITEM/SERVICE], received on [DATE OF DONATION]. Your support plays a crucial role in helping us achieve our mission of [*briefly describe mission or purpose, e.g., “providing educational resources to underserved communities” or “preserving local wildlife habitats”*].

This letter serves as your official acknowledgment of the donation, as required by the Internal Revenue Service (IRS) for tax purposes. No goods or services were provided in exchange for your contribution, which may be tax-deductible to the extent allowed by law.

**Donation Details**:

* Donor Name: [NAME]
* Donation Date: [DATE]
* Donation Amount/Description: [*Amount or description of donated item/service*]

Your generosity makes a real difference, and we are truly grateful for your commitment to our cause. [*Optional: Include a brief example of how the donation will be used, e.g., “Your support will help fund scholarships for local students” or “Your contribution will directly assist in building new animal shelters.”*].

If you have any questions or need further documentation, please do not hesitate to contact [Name, Title] at [Email Address/Phone Number].

Once again, thank you for your support. Together, we are making a positive impact.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE]

[COMPANY NAME]