

**[Charity Name]**  
[Charity Address Line 1]  
[Charity Address Line 2]  
[City, State, ZIP]  
[Phone Number]  
[Charity Registration Number]

**Date:**

**Donor Name:**

**Donor Address:**

**Dear [Donor Name],**

Thank you for your generous donation. This letter acknowledges receipt of your contribution as detailed below:

**Donation Amount:**

**Donation Date:**

**Description of Donation (if applicable):**

**Notes:** No goods or services were provided in exchange for this donation, unless otherwise noted above.

Sincerely,

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[Authorized Signature]  
[Title]  
[Charity Name]