

Simple Donation Letter Sample

[Your Organization's Name]

[Your Address]

[City, State, ZIP Code]

[Date]

[Donor's Name]

[Donor's Address]

[City, State, ZIP Code]

Dear [Donor's Name],

Subject: Thank You for Your Generous Donation

I am writing to express our heartfelt gratitude for your recent donation of [amount] to [Your Organization's Name]. Your generosity is immensely appreciated and will make a significant difference in our efforts to [briefly describe your mission or the specific project/cause your organization supports].

Purpose and Impact:

Your contribution will directly support [specific project or general mission]. This includes:

- [Specific Use 1]:

- [Specific Use 2]:

- [Specific Use 3]:

Why Your Support Matters:

Because of donors like you, we can:

- [Outcome 1]:

- [Outcome 2]:

- [Outcome 3]:

Our Commitment:

We are committed to transparency and ensuring that every dollar you donate is used efficiently. We will keep you updated on our progress and the impact of your donation.

Tax Information:

[Your Organization's Name] is a registered 501(c)(3) nonprofit organization. Your donation is tax-deductible to the fullest extent allowed by law. Please retain this letter as a receipt for your records.

Stay Connected:

We invite you to stay connected with us through our newsletter and social media channels. Follow us on [Social Media Links] to see how your donation is making a difference.

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

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]