**Simple Donation Letter Sample**

horizontal line

**[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]**