# Donor Acknowledgment Letter

This formal letter is intended to express appreciation to an individual, organization, or company for their generous donation. It also serves as an official record of the contribution for the donor's records.

Dear {donorName},

On behalf of **{organizationName}**, I would like to extend our sincerest gratitude for your generous donation of **{donationAmount}**, made on **{donationDate}**. Your support is incredibly valuable to our mission and helps us continue our work in {causeArea}.

We are deeply thankful for your commitment to our cause. Your contribution is more than just financial support—it is a motivation for our team and a clear validation of the work we do every day. With these resources, we are able to:

{#impacts}

* {impactItem}

{/impacts}

{#hasGift}

As a token of our appreciation, we have enclosed a small gift that symbolizes the difference you are helping us make. We hope it serves as a reminder of the lives you are impacting.

{/hasGift}

{#isTaxDeductible}

Please note that no goods or services were provided in exchange for this contribution, making your donation fully tax-deductible. Our tax-exempt organization number is

**{taxId}**

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{/isTaxDeductible}

We would love to keep you updated on the progress your gift helps to achieve. If you wish to receive regular updates and stories from the field, please ensure your contact information is up to date.

Thank you once again for your kindness and support.

Warm regards,

**{senderName}**  
*{senderTitle}*  
{organizationName}

Contact: {senderEmail} | {senderPhone}