# Memorial Donation Acknowledgment Letter

**Purpose:** This letter serves to acknowledge and express gratitude for a charitable donation made in memory of someone who has passed away. It is intended for use by nonprofits to recognize such thoughtful contributions and provide necessary documentation to the donor.

Dear {donorName},

On behalf of **{organizationName}**, we would like to extend our deepest gratitude for your generous donation made in memory of **{honoreeName}**. Your thoughtful gift of **${donationAmount}** was received on **{donationDate}**, and it will make a meaningful impact in supporting our ongoing mission.

We understand that honoring the memory of a loved one through charitable giving is a deeply personal decision. Please accept our sincere appreciation for choosing to make this donation as a tribute to **{honoreeName}**. Your support not only preserves their memory but also contributes directly to the work we do every day.

{#hasDesignation}Your donation has been designated to support: {designationPurpose}.{/hasDesignation}

As a registered nonprofit organization, all contributions to **{organizationName}** are tax-deductible to the extent permitted by law. Please retain this letter as your official receipt:

|  |  |  |  |
| --- | --- | --- | --- |
| **Donor Name** | **Donation Amount** | **Donation Date** | **In Memory of** |
| {donorName} | ${donationAmount} | {donationDate} | {honoreeName} |

{#additionalMessages}*{message}*{/additionalMessages}

{^isAnonymous}We will inform the family of your thoughtful gift. If you would like to send a message to the honoree’s family, please let us know.{/isAnonymous}

{#isAnonymous}You have chosen to make this gift anonymously, and we will honor your request by not disclosing your identity or the amount of your contribution.{/isAnonymous}

Once again, thank you for your meaningful contribution to **{organizationName}**. We are honored to be a part of your remembrance of **{honoreeName}**.

Sincerely,

**{representativeName}**
*{representativeTitle}*
{organizationName}
{organizationAddressLine1}
{organizationAddressLine2}
{organizationPhone}
{organizationEmail}