SAMPLE GIFT ACKNOWLEDGEMENT LETTER

	Date
Dear Donor:	
It is my pleasure to thank you for your gift of \$	¹ in support of
Again, thank you for your gift.	
Sincerely,	
Signatory	

¹ Amount of Donation
² Name of project or program (use actual wording from donor letter if appropriate. Recognize any specific instructions from the donor regarding anonymity, memorial or honorary gifts, etc.)
³ When possible, be specific about how the donor's gift will be of benefit.