

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
Company  
Address Line  
City, State Zip Code

Re: Acknowledgement of Receipt of Gift/Donation - Appreciative

Dear :

The {Charity/Organization/Institution} would like to extend our warmest gratitude to {Name/Organization} for your/their generous donation of \$ . Your gift has not only put a smile on our faces, but a smile on the million of faces that will be reap the benefits of your generosity. Your donation has earned a star on our “Board of Super Star Givers.” It is here that everyone will recognize your unselfish heart.

Once again, we thank you for all that you have done. We are,

Sincerely yours,

N A M E