

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 - Neutral

Dear :

{Charity/Organization/Institution} would like to take this moment to thank you for your gift of . It is not everyday that we receive such a generous donation.

Once again thank you for your gift.

Sincerely,

N A M E