

[Your Name]  
[Organization's Name]  
[Street Address]  
[City, St Zip]  
[Optional – Email Address]

[Today's Date]

[Name of Recipient]  
[Address]  
[City, St Zip]

Dear [Name of Recipient],

Thank you so much for your very generous donation of \$[amount] to [Your Organization] received on [Date].

[Briefly mention your organization and tie it back into the specific event or request that resulted in the donation.]

[Provide some personal details about how the donor's gift will be used or their specific role in reaching your organization's goals.]

[Close with another round of thanks and reference future needs or requests.]

Respectfully, [or With Kind Regards,]

[Signature]

[Typed Name]  
[Title]

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**DONATION RECEIPT – Keep for your records**

Organization: [Organization's Name]  
Date Received: [Date Received]  
Cash Contribution: [Dollar Amount]  
Item Contribution: [Describe the items donated, or delete this line]

No goods or services were provided in exchange for your contribution.

*{ If you provided goods or services in exchange for the contribution, see IRS publication 1771 to determine if you should include the following two paragraphs instead of the above sentence. }*

In exchange for your contribution, we gave you [describe the gift, item, or service] with an estimated fair market value of \$[amount].