

## Donation Letter Sample

(*“Insert Date”*)

(*“Insert Name and Address of Donee”*)

Dear (*“Insert Donee’s Name”*):

Thank you for your donation of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) to (*“Insert Organizations Name”*) on (*Insert Date of Contribution*). As you may know, the (*“Insert Organizations Name”*) was organized to support other 501(c)(3) organizations including, but not limited to, educational organizations, religious organizations, environmental preservation organizations as determined by the Board of Directors. Your support will aid us in furthering our goals.

(*“Insert Organizations Name”*) is a 501(c)(3) organization. Your contribution is tax deductible to the extent allowed by law. No goods or services were provided in exchange for your generous donation.

Again, thank you for your support.

Sincerely,

(*“Insert Organizations Name”*)

By: \_\_\_\_\_  
(*“Insert Name of Signor”*), as its (*“Signor’s Title”*)