[Senders Name]

[Address line 1]

[Address line 2]

[State, ZIP Code]

letter of acknowledgement for a charitable contribution

[Letter Date]

[Recipients Name]

[Address line 1]

[Address line 2]

[State, ZIP Code]

[Subject: Normally bold, summarizes the intention of the letter] -Optional-

Dear [Name]

Dear Ms. Caroline Matthews,

I have received the donation which you have so kindly sent our humble foundation.

The donation you have sent will go towards our organization's project for (insert the description of the project and some of the relevant details).

Again, thank you for being able to donate to our organization. Rest assured that the amount you sent us is going to be used in helping and improving (the project at hand).

Sincerely,

Mirabelle Andrews

Sincerely,

[Senders Name]

[Senders Title] -Optional-

[Enclosures: number] -Optional-

cc: [Name of copy recipient] -Optional-