

Acknowledgment Letter Template

Date

Name

Business

Address

City, State, Zip

Dear _____,

On behalf of (facility), I would like to show my gratitude for your donation(s) of \$(insert gift amount) received on (insert gift date). This contribution will make it possible for us to (state the purpose for the donation).

In (mention the past or current year), we have (give a brief description of the goals and growth it has achieved). This has been possible only because of the contribution made from people like you.

In the (current or coming year), we plan to (here state briefly what are the future plans and the expected growth). We hope your support will continue in the future.

No goods or services were provided in exchange for or any type of in connection with the donation made. The estimated values of the services or goods provided in return for your donation were \$(insert the amount). You can keep this as a written acknowledgement of the donations for the tax records.

Thank you again for your generosity.

Sincerely,

Your Name

Contact Information