

# Gift Acknowledgment Letter Template

[organization logo – or print on letterhead]

[date]

[formal name]

[address 1]

[address 2]

Dear [formal salutation] –

Thank you for your generosity. Because of you [impact].

Your [amount] donation that you made on [donation date] will be used to [mission].

Your ongoing support is vital to our mission, let me tell you about just one of the people the support like yours has helped ...

*[insert testimonial / client story]*

On behalf of the [organization]'s Board of Directors, I would like to once again express our sincere appreciation for your generosity and commitment to [mission].

Please feel free to contact me directly with any questions or concerns.

Sincerely,

[name]

[title – ideally executive director or board chair]

[organization] is a 501(c)(3) public charity (EIN [insert EIN #]), therefore, this gift donation is tax deductible to the extent permitted by law. No tangible goods or services were provided in exchange for this donation unless noted above. [insert any language required by your state].

*Find more free resources at [productivfundraising.com](http://productivfundraising.com)*

