

[Sender's Name]

[Sender's Organization Name]

[Organization Address]

[Date]

[Donor's Name]

[Donor's Address]

Dear Mr. [Name of the donor],

On behalf of our organization, I am sincerely grateful for the generous donation that you have made in support of our cause to educate the girl child. We have received an amount of \$250 on January, 20th, 20XX. We also acknowledge that no goods were given to you in return for the donation.

Ours is a tax-exemption organization and your contribution is eligible for a tax deduction. Please keep this letter for tax purposes. Again, thank you for the generous contribution made to our organization.

Sincerely,

[Your Name]

[Contact Number]

[Email ID]

[Signature]

