

Sample Letter B

SAMPLE GIFT ACKNOWLEDGEMENT LETTER

Date

Dear Donor:

It is my pleasure to thank you for your gift of \$_____ ¹ in support of
_____ ² Your support will _____ ³.

Again, thank you for your gift.

Sincerely,

Signatory

¹ Amount of Donation

² Name of project or program (use actual wording from donor letter if appropriate. Recognize any specific instructions from the donor regarding anonymity, memorial or honorary gifts, etc.)

³ When possible, be specific about how the donor's gift will be of benefit.