Organization Name
Street Address
City, State, Zip Code
Telephone Number
Website address

Email Donation Template

Dear [name],

Thank you for supporting [organization name]! We appreciate your donation of [amount] on [date].

Donations like yours are a very important part of how we make a difference. [Background information about your organization and its story]

Please find a receipt below that you can print for your records.

Organization name: _____

Tax ID number: _____

Organization address: _____

Donor name: _____

Date of donation: _____

Tax deductible amount: _____

Thank you!