

# Donation Letter for Taxes

Organisation's name

Sender's Address

Dear \_\_\_\_\_

This is to notify that we have received a donation of (amount) from you on (date). We are grateful for it and look forward to you for further support.

As a tax-exempt organisation, an amount of \_\_\_ has been levied from your donation as a tax. Kindly have a look at the attached receipt and keep a record.

(You may mention the acknowledgement of any other gift received and include a short statement of good faith established through the transaction among the two parties).

Yours sincerely,

Name

