

Letter of Acknowledgement with Business Donation Sample

[Your Organization's Letterhead]

[Date]

[Donor Business Name]

[Business Address]

[City, State, ZIP Code]

Dear [Donor Contact Name],

On behalf of [Your Organization's Name], I would like to extend our sincere gratitude for your generous donation of [describe donation: e.g., \$5,000 or 50 laptops] received on [date of donation]. Your support demonstrates a steadfast commitment to our mission of [briefly state your organization's mission or the cause being supported].

Your contribution will make a meaningful difference by [briefly explain impact, e.g., supporting underprivileged students, expanding our outreach programs, etc.]. With your partnership, we are able to continue our work and achieve important milestones in the communities we serve.

Please consider this letter as an official acknowledgement and receipt for your records. No goods or services were provided in exchange for this contribution. Your generosity is vital to our cause, and we deeply appreciate your continued support.

Once again, thank you for your commitment to making a positive difference. We look forward to building a lasting partnership with [Donor Business Name].

With gratitude,

[Your Name]

[Your Position/Title]

[Your Organization's Name]

[Contact Information]