



---

To: [Donor's Email ID]

CC: [Sender's Email ID]

Subject: Thank You For The Donation

Dear Ms. [Donor's Name],

I sincerely thank you for donating the essential items required for our school. These items have certainly upgraded our infrastructure and helped the children to access modern technology. On March, 20, 20XX, we received an amount of \$10,000 and have purchased the following items:

- Tablets
- Laptops
- Headsets

I also acknowledge that I have not given you any goods like T-shirts, gifts, etc. in exchange for the donation. My organization is a tax-exempt organization that comes under section 501 [c] [3] of the Internal Revenue Code. Contributions made to our organization may be tax-deductible. This letter acts as a donation receipt for your tax purposes.

Again, thanks for donating a generous amount to help upgrade our infrastructure.

Regards,

[Your Name]

[Organization's Name]

[Contact Number]



