Sample donation template for Cash Contributions

<<Date>>

<<Full Name>>  
<<Mailing Address>>  
<<City>>, <<State>> <<Zip>>

Dear <<Salutation>>,

Your giving last year strengthened <<Organization>> and the essential programs and initiatives in our community (insert content specific to your organization). Thank you again for your support in 2021.

Your total 2021 personal tax-deductible contributions totaled $<<Tax amount>>.  
(Optional: Insert table of gift amount and date received.)

Because you gave, (insert paragraph about the impact of the donation.)

We wish you all the best in the year ahead.

Sincerely,

<<Organization representative>>  
<<Job Title>>

Please retain this giving summary for your records. Should you have any questions regarding your 2021 contributions, please contact <<Organization>> at <<Phone Number>> or <<Email>>.

No goods or services were given in consideration for this contribution unless expressly noted. All gifts to <<Organization>> (EIN XX-XXXXXXX), a 501(c)(3) not-for-profit organization, are tax-deductible to the full extent of the law.

Organization Address>>  
<<Organization Website>>  
<<Organization Email>> ┃<<Organization Phone>>