

Acknowledgement Receipt for Donation Received

This **acknowledgement receipt** sample confirms the donation received, serving as an official record for both donor and recipient. It includes essential details like donor information, donation amount, and date for transparency and tax purposes. Using this template ensures proper documentation and appreciation of charitable contributions.

Receipt Details

Receipt Number:	_____
Date:	_____

Donor Information

Name:	_____
Address:	_____
Contact Number/Email:	_____

Donation Details

Donation Amount:	_____
Donation Type:	(e.g., Cash/Cheque/Bank Transfer/Kind)
Description (if in kind):	_____

We gratefully acknowledge receipt of your generous donation. Your support is greatly appreciated and will help us further our mission and programs.

Recipient Organization: _____
Authorized Representative: _____
Signature: _____
Date: _____

This receipt serves as an official record for tax and compliance purposes.