

# 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:	<hr/>
Date:	<hr/>

## Donor Information

Name:	<hr/>
Address:	<hr/>
Contact Number/Email:	<hr/>

## Donation Details

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

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.*