

Charitable Donation Receipt

This **charitable donation receipt** sample template provides a clear and professional format to acknowledge contributions made to nonprofit organizations. It includes essential details such as donor information, donation amount, and tax-exempt status. Using this template ensures compliance with legal requirements and fosters trust with donors.

Nonprofit Information

Organization Name: **[Nonprofit Organization Name]**
Address: [Organization Address]
Phone: [Organization Phone Number]
Tax ID (EIN): [Tax-Exempt ID Number]

Donor Information

Donor Name: [Donor Name]
Address: [Donor Address]

Donation Details

Donation Date: [Date of Donation]
Donation Amount: [Amount, e.g. \$500]
Donation Type: [Cash/Check/Other]
Description (if non-cash): [Description of Donated Item(s)]

Acknowledgment

Thank you for your generous contribution.
No goods or services were provided in exchange for this donation.

[Authorized Signature]
[Name & Title]

*Keep this receipt for your tax records.
[Nonprofit Organization Name] is a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code.
Please consult your tax advisor regarding deductibility of this donation.*