

# 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.*