

# Church Donation Receipt Sample Letter

A **church donation receipt sample letter** serves as an official acknowledgment of a donation made to a religious organization. It includes details such as the donor's name, date, donation amount, and the church's tax-exempt status. This document helps both the donor and church maintain accurate financial records and comply with legal requirements.

## Sample Donation Receipt Letter

[Church Name]  
[Church Address]  
[City, State, ZIP Code]  
[Phone Number]  
[Email Address]  
[Website URL]

**Date:** [Month Day, Year]

**To:** [Donor's Name]  
[Donor's Address]  
[City, State, ZIP Code]

Dear [Donor's Name],

On behalf of [Church Name], we thank you for your generous donation of \$[Amount] received on [Date of Donation]. Your support helps us continue our mission and ministries.

Please retain this letter as official documentation of your tax-deductible contribution. [Church Name] is a registered 501(c)(3) non-profit organization (EIN: [Church EIN]). No goods or services were provided in exchange for this contribution.

Thank you again for your kindness and support.

Sincerely,  
[Authorized Church Representative Name]  
[Title/Position]  
[Church Name]

*Please consult your tax advisor regarding the deductibility of your donation.*