

# Donation Receipt

*Thank you for your generous contribution!*

**Non-Profit Organization:** [Organization Name]  
[Address]  
[City, State, ZIP]  
[Phone Number]  
[Email]

**Donor Information:** [Donor Name]  
[Address]  
[City, State, ZIP]  
[Phone Number]  
[Email]

**Date of Donation:** [MM/DD/YYYY]

**Donation Amount:** \$ [Amount]

**Donation Method:** [Cash / Check / Credit Card / Other]

**Purpose / Program (optional):** [Designated Fund or General Support]

**Receipt Number:** [Receipt ID]

**Note:** No goods or services were provided in exchange for this donation, unless otherwise noted above. Please retain this receipt for your tax records.

**Authorized Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

This **donation receipt template** form sample is designed to help non-profit organizations efficiently acknowledge contributions. It provides a clear and professional layout for documenting donor information and donation details. Utilizing this template ensures compliance with tax regulations and enhances donor trust.