[Your logo]

[Organization Name]

[One-line mission statement]

[Street address, City, State ZIP] · [Phone] · [Email] · EIN [00-0000000]

Donation Receipt

Receipt No. [2026-0001] **Date issued:** [Month DD, YYYY]

Donor details

Donor name	[Full name]
Address	[Street address, City, State ZIP]
Email	[Email address]

Gift details

Date received	[Month DD, YYYY]
Amount	$[0.00]
Payment method	☐ Cash ☐ Check # [____] ☐ Card ☐ Online
Items donated For non-cash gifts. Describe the items and leave out any dollar value.	[Description of items, or "Not applicable"]
Goods or services	No goods or services were provided in exchange for this contribution. If the donor received something, replace the line above with a description and your good-faith estimate of its value.

Thank you

Dear [Donor first name],

Thank you for your generous gift to [Organization Name]. Your support helps us [one sentence about what this gift makes possible].

Please keep this receipt with your tax records.

_____ _____

[Name, Title]
[Organization Name]

Date