To,

[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Acknowledgement of Receipt of Funds**

Dear Sir/Madam,

I am writing this letter to acknowledge that our NGO, [mention Name of NGO] has received a sum of [mention Amount] from you. I would also like to extend my gratitude to you for always being so kind and generous to us. We know that you have always helped us to carry out our noble cause of providing shelter to homeless people.

We are so proud of it that people like you are our well-wishers and contributors. Therefore, on behalf of the whole management of [mention NGO Name], I would like to thank you very much for your generosity. I am hopeful that you will always keep supporting us like that in the future.

Thanks a lot once again!

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]