

Free Donation Receipt Template Word

Charitable Organization

- Charity Name: _____
- Address: _____
- City, State, ZIP: _____
- Contact Information: _____

Donor Information

- Donor's Full Name: _____
- Address: _____
- City, State, ZIP: _____
- Contact Information: _____

Donation Information

- Date Received: _____
- Description of Items: _____
- Estimated Value: \$ _____

Acknowledgment of Donation

We acknowledge with gratitude the receipt of your donation. Your contribution is greatly appreciated and will support our ongoing efforts in [insert mission/purpose].

Item Description	Quantity	Estimated Value	Total Value
------------------	----------	-----------------	-------------

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Authorized Signature

- Name: _____
- Title: _____
- Signature: _____
- Date: _____