DONATION RECEIPT

[Your business or name] · [Address] · [Email / phone]

Receipt no.: [0001]
Date of payment: [DD Month YYYY]

RECEIVED FROM

[Payer name] · [Address]

ORGANIZATION

Legal name of the organization: [Name]
Tax ID / registration number: [Number]

DONATION

Donor name: [Name]
Cash amount: [Amount and currency]
Description of donated property (if not cash): [Description. The value does not need to be stated.]
Goods or services given in return: [No goods or services were provided in return] OR [Description and good-faith estimate of value]

AUTHORIZED BY

Name and title: [Name, title]
Signature: _____

Thank you for your support.