

[Your Organization's Letterhead]

[Date]

[Donor's Name]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

On behalf of [Your Organization's Name], I would like to express our heartfelt gratitude for your generous donation of [specific amount or items donated] on [donation date]. Your support plays a crucial role in [briefly describe the impact of their contribution, e.g., funding a specific project, helping those in need, etc.].

Thanks to your generosity, we are able to [provide specific examples of how the donation will be used or has made a difference].

We are truly grateful for your commitment to [mission/purpose of the organization]. Your kindness inspires us and assures us that together we can [reiterate what your organization aims to achieve].

Thank you once again for your support. We look forward to keeping you updated on our progress and hope to see you at [mention any upcoming events or ways to engage with the organization].

Warm regards,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Organization's Contact Information]