

[Your Name]
[Your Position]
[Your Organization]
[Your Organization's Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Donor's Name]
[Donor's Address]
[City, State, Zip Code]

Dear [Donor's Name],

I hope this message finds you well. On behalf of [Your Organization], I want to express our heartfelt gratitude for your generous donation of [specific amount or item] received on [date]. Your support is invaluable to our mission of [briefly state your mission or cause].

With contributions like yours, we are able to [mention specific projects, initiatives, or outcomes made possible by the donation]. Your commitment makes a significant difference in the lives of those we serve.

Thank you once again for your kindness and generosity. We are truly grateful for your support and hope to keep you updated on our progress.

Warm regards,

[Your Signature (if sending a hard copy)]
[Your Typed Name]
[Your Position]
[Your Organization]