

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

Dear [Donor's Name],

I hope this letter finds you well. I am writing to follow up on our recent conversation regarding [specific fundraising event or initiative]. [Insert a brief overview of the project and its goals, emphasizing the impact of the donor's support.]

We are grateful for your previous support and would like to discuss how you can be involved in this important initiative. Your contribution can make a significant difference in [mention how the funds will be used and the benefits it will bring].

Please let me know if you would like to discuss this further or if you have any questions. I would love to connect at your convenience.

Thank you once again for your ongoing support.

Warm regards,

[Your Name]
[Your Title]
[Your Organization]
[Your Contact Information]