

[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 want to express our heartfelt gratitude for your generous donation of [donation amount or item] on [donation date]. Your support plays a vital role in helping us achieve our mission of [brief description of your organization's mission or purpose].

Thanks to your contribution, we are able to [mention specific programs, initiatives, or services impacted by the donation]. It is supporters like you who make our work possible, and we are incredibly thankful for your commitment to our cause.

We hope to keep you updated on the progress of our work and the difference your support is making in our community. Please feel free to reach out if you have any questions or would like to learn more about how your donation is being utilized.

Thank you once again for your generosity.

Warm regards,

[Your Name]

[Your Title]

[Your Organization's Name]

[Contact Information]