

[Your Name]  
[Your Title/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 extend our heartfelt gratitude for your generous donation of [specific amount or item] received on [date of donation]. Your support plays a crucial role in helping us [briefly explain the mission/impact of the organization].

Thanks to your contribution, we are able to [describe a specific program, project, or initiative that the donation will support]. Your kindness and belief in our cause mean the world to us and those we serve.

We would love to keep you updated on our progress and how your donation is making a difference. Please feel free to visit our website at [website URL] for more information, or don't hesitate to reach out if you have any questions.

Thank you once again for your generosity and support. Together, we are making a positive impact!

Warm regards,

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