

[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 sincerely thank you for your generous donation of [specific amount or item] received on [date of donation]. Your support plays a crucial role in helping us [briefly describe the mission or specific project related to the donation].

Thanks to contributions like yours, we are able to [mention specific impact or outcome of the funds]. We truly appreciate your commitment to [mention the cause or mission].

Please find enclosed [any additional information, tax receipt, etc. if applicable]. If you have any questions or would like to get involved further, please do not hesitate to reach out.

Thank you once again for your generosity.

Warm regards,

[Your Name]

[Your Title]

[Your Organization's Name]

[Contact Information]

[Organization's Website]