

[Your Name]
[Your Position]
[Charity Name]
[Charity 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 letter finds you well. On behalf of [Charity Name], I would like to extend our heartfelt gratitude for your generous donation of [specific amount or item] received on [date]. Your support plays a crucial role in enabling us to continue our mission of [briefly describe mission or purpose].

Thanks to your generosity, we are able to [mention specific impact, programs, or initiatives made possible by the donation]. It is the dedication and compassion of donors like you that inspire us and help us make a difference in the lives of those we serve.

We would love to keep you updated on our progress and invite you to visit us at [mention any upcoming events or opportunities to engage].

Once again, thank you for your kindness and generosity. We are truly grateful for your support.

Warmest regards,

[Your Name]
[Your Position]
[Charity Name]