

\*\*[Your Organization's Letterhead]\*\*  
[Date]  
\*\*[Recipient's Name]\*\*  
[Recipient's Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
\*\*1. Introduction\*\*  
- Express gratitude for support  
- Mention the specific donation or contribution  
\*\*2. Impact of the Donation\*\*  
- Describe how the funds/items will be used  
- Share specific examples or stories of impact  
\*\*3. Mission Alignment\*\*  
- Brief overview of your organization's mission  
- Explain how Amazon Smile supports that mission  
\*\*4. Future Engagement\*\*  
- Invite continued support  
- Mention upcoming events or initiatives  
\*\*5. Closing\*\*  
- Reiterate appreciation  
- Provide contact information for further engagement  
Sincerely,  
[Your Name]  
[Your Title]  
[Your Organization]  
[Your Contact Information]