

****[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]