

[Your Name]
[Your Title/Position]
[Your Organization]
[Organization Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title/Position]
[Recipient's Organization]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to share the significant impact that our volunteers have made over the past year, particularly through our partnership with Amazon Smile.

As you know, Amazon Smile allows our supporters to designate our organization as their chosen charity, resulting in a percentage of their purchases being donated to us at no extra cost. Thanks to the generous contributions we have received through this program, our volunteers have been able to achieve remarkable milestones, including:

1. **[Achievement 1]** - Description of what was accomplished and the number of volunteers involved.
2. **[Achievement 2]** - Description of the initiative and the positive effects on the community.
3. **[Achievement 3]** - Summary of a specific event or project and its successful outcomes.

The resources gained from Amazon Smile have directly empowered our volunteers to invest their time and passion into initiatives that truly make a difference in our community. We are grateful for the support that enables our work, and we believe our volunteers deserve recognition for their unwavering dedication.

We invite you to share this good news within your network and encourage others to participate in Amazon Smile to help us continue our mission.

Your support is invaluable to us.

Thank you for your ongoing partnership and commitment to our cause.

Sincerely,

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