

[Your Name]
[Your Position]
[School Name]
[School Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Donor's Name]
[Donor's Address]
[City, State, Zip Code]

Dear [Donor's Name],

On behalf of [School Name], I would like to extend our heartfelt thanks for your generous donation of [specify amount or item] to our school. Your support plays a crucial role in enhancing our educational programs and providing resources that benefit our students.

Thanks to your kindness, we are able to [mention specific use of the donation, such as "purchase new books for the library" or "fund the upcoming science fair"]. Your contribution makes a significant impact in fostering a more enriching learning environment.

We truly appreciate your commitment to our school community and the positive difference you are making in the lives of our students.

Thank you once again for your generosity. We look forward to keeping you updated on the progress your support helps us to achieve.

Warm regards,

[Your Name]
[Your Position]
[School Name]