

Sender's Full Name

Sender address

Date

Address of the Receiver

Dear _____ (Name of the Recipient),

Thanks for your generous financial assistance, we have successfully made a difference. You have been continuously helpful to our organizational mission, which is greatly appreciable to us. We feel you would also have similar emotions.

It has been an honor for us to discover that you made up your mind to increase the amount of your contribution this [year/month]. Your support has already started to show positive results. You may contact [Name, mobile number] if there are any particular queries. It would be an immense pleasure to be in touch with you and thank you once again.

With deepest gratitude and warmest wishes,

(Sender Name)