



THANKING AN INDIVIDUAL FOR DONATION

<Donor Name>

<Name of Organization>

<Street address>

<City, state/province, ZIP/postal code>

<Date>

Subject: *Thanking you for your contribution*

Dear <Donor Name>,

*We are writing to express our deep appreciation for your generous donation of <write the donation amount>. With this act of kindness you are making a real difference in the lives of <write the name of the cause for which the donation will be used>.*

*When we first started this initiative to <write what the charity does>, we never thought we would achieve so much so soon. It is all because of your support, that we managed to do so.*

*<Describe the cause in some detail – whom does it affect, where and how?>*

*<Include some images related to the cause and relief efforts>*

*<Explain how the donor's contribution will help the people/the cause>*

*<Include quotes from the people affected, if appropriate>*

*We thank you from the bottom of our hearts for your contributions.*

*With Gratitude,*

*<Your Signature>*

*<Your Name>*

*P.S - For more information regarding our work, please reach out to me. My number is <write your phone number> and my email is <write your email id>*