



<Donor Name>

<Name of Organization>

<Street address>

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

<Date>

Subject: *Thanking you for your contribution*

Dear <Donor Name>,

I am writing this thank-you letter with gratitude, after receiving your kind gift of <write the donation amount>.

Because of compassionate donors like you, we have been able to <write what your organization has achieved for the cause>.

Your generosity and kindness motivates our work. As you know, <Describe the cause in some detail – whom does it affect, where and how?>. We hope that with the support from people like you, we will accomplish even more. Please let us know if you would like to hear more about our organization's future plans and goals.

You are making a real, measurable difference in the world by contributing to our cause. We thank you with utmost gratitude for your benevolence and help.

Sincerely,

<Your Name>

<Your Job title>

P.S – To know more, reach out to us on <write your phone number> or on email <write your email id>