



[Month Day, Year]

[First Name Last Name]

[Organization Name]

[Street Address]

[City, State, Zip Courtesy Title]

(Mr./Ms./Mrs.) Last Name,

I would like to thank you for your generous contribution of \$\_\_\_\_\_ on behalf of ABC Organization. Your financial assistance will help us to continue with our goals and assist the needy people in our community. It is the benevolent act of people like you that have made it possible for our organization to help the community an excellent place to live.

Thanking you again for your support!

Sincerely,

[Your Signature]

[Your Name]