

*The sample below is a handwritten thank-you letter.*

*[Sender's Name]*

*[Sender's Address]*

*[Date]*

*[Recipient's Name]*

*[Recipient's Address]*

*Dear Mr. [Recipient's Name],*

*Thank you for the donation. This kind gesture of yours will help me fund my mission trip to [Country Name]. The donation will help me carry out the charity work that will benefit the needy. In fact, I am going to use the money to help build medical facilities for the poor. These facilities will help them in treating chronic diseases.*

*Again, I sincerely thank you for the donation to fund my mission trip. Without your donation, the mission trip would not be possible. Thank you for all the support. If you have any questions regarding how I am going to use the funds, feel free to contact me.*

*Yours truly,*

*[Your Name]*

*[Contact Number]*

*[Email ID]*

*[Signature]*