

*[Sender's Name]*

*[Sender's Address]*

*[Date]*

*[Recipient's Name]*

*[Recipient's Address]*

*Respected Ms. [Recipient's Name],*

*Sincere gratitude for the mission trip donation. It is because of your continuous support, we are able to carry out missionary activities in different countries. This time around we got the opportunity to serve the underprivileged children in [Country Name]. The donation will be used to help build quality hospitals so that these children can get basic treatment for various diseases.*

*I again thank you for your continuous support of our missionary activities. We truly appreciate the generous donation made. For any queries regarding the missionary activities, feel free to contact me. At the end of the letter, I am giving my contact number and email id so that you can contact me.*

*[Your Name]*

*[Contact Number]*

*[Email ID]*

*[Signature]*