

[Your Organization Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Donor's Name]  
[Donor's Address Line 1]  
[Donor's Address Line 2]  
[City, State, Zip Code]

Dear [Donor's Name],

On behalf of [Your Organization Name], I would like to express our sincere appreciation for your generous donation of [Donation Description] received on [Date of Donation]. Your support helps us continue our mission to [state your organization's mission or purpose].

We are truly grateful for your commitment and support. Your contribution is vital to helping us [describe how the donation will be used or its impact].

Thank you once again for your generosity and belief in our work.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Organization Name]