

Impact Letter Template

[date]

[formal name]

[address 1]

[address 2]

Dear [formal salutation] -

Thank you for your generosity. Because of you [impact].

It has been [number] months since you made a generous commitment to [organization]. Today, I am simply writing to let you know that your dollars have been put to use as you intended.

With your help, [organization] has reached the following milestones over the last [number] months:

- [milestone 1]
- [milestone 2]
- [milestone 3]

On behalf of the [organization]'s Board of Directors, I would like to once again express our sincere appreciation for your generosity and commitment to [mission]. Please feel free to contact me directly with any questions or concerns.

Sincerely,

[name]

Executive Director