

[organization logo – or print on letterhead]

[date]

[formal name]
[address 1]
[address 2]

Dear [formal salutation] –

[insert impact story ... e.g. “Just last week [name] came into our facility with a problem ...”]

None of this could happen without the support of loyal donors like you! Thank you for your generosity.

Your [amount] donation that you made on [donation date] will be used to further support our mission of [insert mission].

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].

[photo of their support in action]

Please feel free to contact me directly with any questions or concerns.

Sincerely,

[name]
[title – ideally executive director or board chair]

P.S. Thanks again for your generous support. We couldn’t do it without you!

[organization] is a 501(c)(3) public charity (EIN [insert EIN #]), therefore, this gift donation is tax deductible to the extent permitted by law. No tangible goods or services were provided in exchange for this donation unless noted above. [insert any language required by your state].