

[organization logo – or print on letterhead]

[date]

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

Dear [formal salutation] –

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

As we come to the end of our fiscal year, we are reviewing records to prepare for our annual audit. As a part of the process, we are reviewing all of the pledges made during the [name of campaign] back in [campaign timeframe].

Our records show that you made a pledge of [amount] on [date]. We also show that a total of [amount paid to date] has been paid on this pledge leaving an outstanding pledge amount of [remaining balance].

If this matches your records and you would like to fulfill this pledge, please remit your next payment at this time.

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]  
[title]