

Thank-You Letter Template for Charitable Donation

[Date]

[Donor's Name]

[Donor's Address]

[City, State ZIP]

Dear [Donor's Name],

On behalf of everyone at [Organization Name], I would like to express our heartfelt gratitude for your generous donation of [donation amount or description, e.g., \$500 or "new computers"] received on [date of donation]. Your thoughtful support enables us to continue our mission of [briefly describe the organization's mission, e.g., providing meals to families in need, supporting vital community programs, advancing medical research, etc.].

Your commitment to supporting our cause is deeply appreciated, and your generosity plays a vital role in helping us [describe specific impact made possible by the donation, e.g., serve more families, expand outreach efforts, fund research advancements, etc.]. Because of supporters like you, we are able to make a meaningful difference in the lives of those we serve.

We are truly grateful for your partnership and your belief in our work. Thank you once again for your kindness and for investing in a brighter future for our community.

With sincere appreciation,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]