

## Thank-You Letter for Donation Sample to Foundation for Grant

[Date]

[Foundation Name]

[Foundation Address]

[City, State, ZIP]

Dear [Foundation Contact Name],

On behalf of [Your Organization Name], I would like to extend our deepest gratitude to you and the entire team at [Foundation Name] for awarding us the generous grant of [Grant Amount]. Your commitment to [briefly state the foundation's mission focus, e.g., "supporting education and empowering underprivileged youth"] inspires us and provides vital resources for our projects.

Thanks to your support, we will be able to [describe in 1-2 sentences how the grant will be used, e.g., "expand our after-school program to reach an additional 100 students in the community and provide updated learning materials"]. Your contribution has already made a significant impact, and we are excited to keep you updated on our progress and achievements made possible by your generosity.

We value our partnership with [Foundation Name] and look forward to collaborating further as we work to achieve our mutual goal of [state shared goal, e.g., "building a brighter future for all children"]. Please feel free to contact us if you require any further information or updates regarding the use of these funds.

Once again, thank you for your support and trust in our mission. We could not do this important work without your steadfast commitment.

With sincere appreciation,

[Your Name]

[Your Title / Position]

[Your Organization Name]

[Your Contact Information]