

## Thank You Letter for Donation Gift Received Sample

[Date]  
[Donor's Name]  
[Donor's Address]  
[City, State, Zip Code]

Dear [Donor's Name],

On behalf of [Organization Name], I would like to sincerely thank you for your generous donation of [describe gift or amount] received on [date]. Your thoughtful contribution is truly appreciated and will make a significant difference to [describe specific program, project, or overall mission].

Thanks to your support, we are able to [describe specific impact or achievement made possible by the gift]. The generosity of donors like you enables us to [continue our vital work, reach more people, serve our community, etc.].

We are deeply grateful for your commitment to our cause. Please know that your gift is helping to bring about positive change and is greatly valued by everyone at [Organization Name].

If you have any questions about how your donation is being used or would like to learn more about our ongoing projects, please feel free to contact me at [phone number/email]. We hope to keep you updated on our progress and look forward to your continued support.

Once again, thank you for your generosity and support.

With heartfelt gratitude,

Sincerely,  
[Your Name]  
[Your Title]  
[Organization Name]  
[Contact Information]