

# Dear Supporter,

On behalf of [Charity Name], we would like to express our heartfelt gratitude for your generous support. Your contributions play a vital role in helping us achieve our mission of [describe mission].

## Donation Protocols

To ensure the effective use of your donations, we kindly ask you to adhere to the following protocols:

1. **Donation Amount:** Please specify the amount you wish to contribute.
2. **Payment Method:** Acceptable methods include bank transfer, credit card, or checks.
3. **Intent of Donation:** Indicate whether the donation is for a specific project or for general support.
4. **Tax Deduction:** Ensure you request a receipt for tax deduction purposes; we will provide one after processing your donation.

If you have any questions regarding these protocols or need assistance with the donation process, please do not hesitate to contact us at [contact information].

Thank you once again for your generosity and support. Together, we can make a difference!

**Sincerely,**

[Your Name]  
[Your Position]  
[Charity Name]