

Dear [Donor's Name],

On behalf of [Charity's Name], I would like to extend our heartfelt gratitude for your generous donation of [amount or description of items donated]. Your support plays a vital role in helping us achieve our mission of [briefly describe the charity's mission].

Thanks to your kindness, we have been able to [mention any recent achievements or specific impact made possible by donations]. Your contribution will directly help us [describe specific uses of the donation].

Thank you once again for your commitment to [cause or issue]. We truly appreciate your support and look forward to keeping you updated on our progress.

Warm regards,

[Your Name]

[Your Position]

[Charity's Name]

[Contact Information]