

[Date]

[Donor's Name]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

On behalf of [Organization Name], I would like to extend our heartfelt appreciation for your generous contribution to our endowment fund. Your support plays a crucial role in helping us achieve our mission and expand our programs.

Your commitment to [mention specific area or purpose funded by the contribution] ensures that we can continue to provide valuable resources and support to those we serve. Thanks to your generosity, we are creating a lasting impact in our community.

As a token of our appreciation, we will be recognizing your contributions during our upcoming [event or ceremony, if applicable]. We would be honored to have you join us.

Once again, thank you for your generosity and support. Together, we can create a brighter future.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Organization Contact Information]