

Charity Contribution Shipping Instructions

Dear [Donor's Name],

Thank you for your generous contribution to [Charity Name]. Your support makes a significant difference in our mission to [briefly state mission]. Below are the shipping instructions for your contribution:

Shipping Instructions:

- **Shipping Address:** [Charity Shipping Address]
- **Items Accepted:** [List of accepted items, e.g., clothing, canned goods, etc.]
- **Package Size:** Please ensure that packages do not exceed [maximum dimensions/weight].
- **Shipping Method:** We recommend using [preferred shipping service, e.g., USPS, FedEx].
- **Shipping Confirmation:** Please email the tracking number to [contact email].

If you have any questions regarding your donation or shipping, please feel free to contact us at [contact phone number] or [contact email].

Thank you once again for your support!

Sincerely,

[Your Name]

[Your Position]

[Charity Name]

[Charity Contact Information]