

Dear [Donor's Name],

We are writing to express our heartfelt gratitude for your generous charitable memorial gift in honor of [Honoree's Name]. Your kindness and thoughtfulness will have a lasting impact on our work at [Organization's Name].

Your support helps us to [briefly describe the mission or purpose of the organization and how the gift will be used]. It is individuals like you who make a profound difference in the lives of those we serve.

We would like to formally recognize your contribution by [mention any specific recognition, such as including the donor's name in a newsletter, website, or memorial wall].

Once again, thank you for your generous support. Please know that your gift in memory of [Honoree's Name] will always be cherished and appreciated.

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