

# Letter of Gratitude

Date: [Insert Date]

[Your Name]

[Your Position]

[Social Service Agency Name]

[Agency Address]

Dear [Donor's Name],

We hope this message finds you well. On behalf of [Social Service Agency Name], I would like to extend our heartfelt thanks for your generous contribution of [insert contribution details]. Your support plays a crucial role in helping us [briefly describe the impact of the donation].

Your commitment to [describe the cause or mission] inspires us to continue our work and strive for greater impact within the community. With your help, we have been able to [mention a specific achievement or program made possible by donations].

We are truly grateful for your trust and belief in our mission. Thank you once again for your generosity. We look forward to sharing more updates about how your contribution is making a difference.

Warm regards,

[Your Name]

[Your Position]

[Social Service Agency Name]

[Your Contact Information]