

Letter of Gratitude Request for Donor Recognition Gathering

Date: [Insert Date]

[Your Name]
[Your Position]
[Organization Name]
[Address]
[City, State, Zip]
[Email Address]
[Phone Number]

Dear [Donor's Name],

On behalf of [Organization Name], I would like to express our heartfelt gratitude for your generous support and unwavering commitment to our mission. Your contributions have made a significant impact on our ability to [specific accomplishments or programs funded].

We would like to invite you to our upcoming Donor Recognition Gathering, taking place on [Date] at [Location]. This event is an opportunity for us to celebrate the vital role you play in our organization and to acknowledge your support in front of our community.

Please join us as we honor our valued donors and share the exciting developments happening at [Organization Name]. It would be a pleasure to reconnect and show our appreciation for your generosity.

Kindly RSVP by [RSVP Date] to confirm your attendance.

Thank you once again for your incredible support. We look forward to celebrating with you soon!

Warm regards,

[Your Name]
[Your Position]
[Organization Name]