

Date: [Insert Date]

[Your Organization's Name]  
[Your Organization's Address]  
[City, State, Zip Code]

[Donor's Name]  
[Donor's Address]  
[City, State, Zip Code]

Dear [Donor's Name],

Thank you for your generous support of [Organization's Name]. We are grateful for your willingness to assist us in our mission to [describe mission or cause briefly]. Your donation request has been received and is greatly appreciated.

Your support enables us to [mention specific projects, programs, or initiatives your organization plans to undertake with the donation]. We are dedicated to making a difference in our community, and with your help, we can achieve our goals.

For any further information or to discuss your donation request, please feel free to contact us at [contact information].

Thank you once again for your kindness and support.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization's Name]