

Dear [Donor's Name],

We are grateful for your generous support and would like to provide you with a summary of your donations to [Organization Name] for the year [Year].

Donation Summary

Date	Description	Amount
[Date 1]	[Description 1]	[\$[Amount 1]]
[Date 2]	[Description 2]	[\$[Amount 2]]
[Date 3]	[Description 3]	[\$[Amount 3]]

Total Donations

Your total donations for the year are: **[\$[Total Amount]]**

Thank you once again for your support. Your contributions make a significant difference in our efforts to [briefly explain purpose].

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]