

Dear [Recipient's Name],

We are thrilled to recognize and appreciate your first contribution to [Organization Name]. Your generosity and support play a vital role in our mission.

Your gift of [specific amount or item] will help us [describe how the gift will be used]. It is because of individuals like you that we can continue to make a difference in the community.

Thank you once again for your commitment to our cause. We look forward to your continued support.

Warm regards,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]