

Letter of Appreciation

Date: [Date]

[Donor's Name]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

On behalf of [Your Organization's Name], I would like to extend our heartfelt gratitude for your generous contribution of [specific amount or item donated]. Your support plays a vital role in helping us achieve our mission of [briefly describe mission or purpose].

Thanks to your generosity, we have been able to [mention specific achievements or impacts made possible by their donation]. Your commitment to our cause inspires us and energizes our efforts to make a difference in the community.

We would love to highlight your generosity in our upcoming newsletter and would greatly appreciate a brief testimonial from you. If you're willing, please share your thoughts on why you support our organization and what it means to you.

Thank you once again for your outstanding support. We look forward to continuing our partnership and making a lasting impact together.

Sincerely,

[Your Name]

[Your Position]

[Your Organization's Name]

[Contact Information]