

Letter of Clarification

Date: [Insert Date]

Dear [Donor's Name],

Thank you for your generous support and interest in our organization. We appreciate your commitment to [Organization's Name] and the mission we strive to achieve.

We understand that you may have some inquiries or require clarification regarding [specific topic/inquiry]. This letter aims to provide you with the information you need.

Clarification Details:

[Provide detailed information addressing the donor's inquiries, including any relevant data or explanations that support your response.]

Additional Information:

If you have further questions or need assistance, please do not hesitate to reach out to us at [Phone Number] or [Email Address]. We are here to help.

Thank you once again for your support and understanding.

Sincerely,

[Your Name]

[Your Position]

[Organization's Name]

[Contact Information]