[Date]

Fname Lname

Address

City, State ZIP

Dear [Name],

I want to express my sincere gratitude for your donation of $XXX.XX on [Date]. Thanks to your contribution to the [Campaign Name], [describe, in concrete terms, the impact of their contribution on the specific program/project they are supporting].

Because of you, it will be possible for [describe who will benefit and how].

[Include a short story related to your campaign and how your donor’s contribution will be used – it can be about a program beneficiary or recent achievement].

You are truly making a difference.

Sincerely,

*Signature (delete this text if you plan to print and sign your letter!)*

[Name]

[Position], [Organization Name]

[Email – if desired]

[Phone Number – if desired]

P.S. I hope you can make it to [upcoming event or volunteer opportunity].

*Use this space to write your own personal note!*