

[Your Name]
[Organization Name]
[Street Address]
[City, ST ZIP Code]
[Date]

[Recipient Name]
[Title]
[Company Name]
[Street Address]
[City, ST ZIP Code]

Dear [Recipient Name]:

Thank you so much for your generous donation of \$[amount] to [Organization Name].

As you know, needy families and individuals in our community go without proper food, shelter, and essential medical care every day due to a variety of factors including low wages, job loss, injuries, illness, age, domestic violence, or divorce. While all of us are susceptible to hard times, children and the elderly are at the most risk, and they make up the largest number of clients we serve.

With the generous support of people like you, we will be able to help many of these families and individuals not only to meet essential daily needs, but to work toward a brighter future with programs in job training, education, counseling, elderly assistance, and temporary housing.

For more information on how your donation is helping to make a difference in the lives of so many in our community, we invite you to visit our website at [website URL]. You can also find information there on our upcoming events for this year and volunteer opportunities.

Thank you again, and we look forward to your continued support.

Sincerely,

[Your Name]
[Title]