**Mr. /Mrs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Donation**

**Thank You**

**Letter**

ABC Limited (Name of Business)

Street # --------, Road ------------

City -------, Zip Code ---------

Contact: 000/00/000000

**---/---/-------- (Date)**

**SUBJECT: Thank You Letter against your donation made on ---------------------------------**

**Dear Mr. / Mrs.\_\_\_\_\_\_\_\_\_\_\_\_\_,**

Thank you so much for your very generous donation of $100 to \_\_\_\_\_\_\_\_\_\_\_\_\_ (Your Organization) received on 00/00/2000.

We, \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Organization name) firmly believe in providing services to support the needy persons. We are also providing our services on the following fields;

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your donation will certainly make a difference and will bring change in the life of needy persons. We appreciate your support and will make sure to provide your donation to the right person. Your donation will also help us in achieving our goal and providing non-stop services as per our mission.

We once again, appreciate and thank you for sparing your precious time and making a worthy donation. We are sending a receipt of donation for your record which you can further use for taxation purposes or any other reasons.

**Respectfully,**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Signature)

(Typed Name)

(Title)