Your Organization's Letterhead

Month Day, Year

First Name Last Name
Company Name
Street Address
City, State, Zip

Courtesy Title (Mr./Ms./Mrs.) Last Name

On behalf of the Board of Directors of XYZ organization, I wish to thank you and your company for your generous donation of $_____ on _____ to the annual campaign.

We are indeed grateful to you for your enthusiastic support, which helps us assist those in our community.

Thank you once again.

Sincerely,

Insert Your Signature
Typed Name of Signer