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 XYZ Organization, I would like to thank you for your contribution of $_____. Your financial support helps us continue in our mission and the assist those in our community.

The generous support of individuals like you makes it possible for our organization to exist and to make the community a great place to live.

Thank you again for your support!

Sincerely,
Insert Your Signature
Typed Name of Signer