

Sender's Full Name

Sender address

Date

Address of the Receiver

Dear _____ (Name of the Recipient),

I would like to express our deep gratitude for your contribution. We, at [Name of the charitable organization] highly appreciate your generous donation and your sincere efforts. Your financial support will help us to fulfill our mission through [Name of projects].

Let me mention once again that your financial grant is too valuable for us so thank you once again! If there are any other queries about our mission, you can contact us at [Contact details] or visit our corporate website [Website name].

Sincerely,

(Sender Name)