

Sender's Full Name

Sender address

Date

Address of the Receiver

Dear _____ (Name of the Recipient),

I am writing this thank you letter to you with great pleasure about the positive impact of your recent donation. It was just a fortnight ago that the deplorable hygiene of the slum [slum name] was brought to our notice. It was only because of your kind donation, we could take the required steps so that the residents of the slum could enjoy better living conditions.

Not only me but all the residents are deeply grateful to you for your timely support and good deed.

Thanking you once again.

Sincerely,

(Sender Name)