

Sender address

Date

Address of the Receiver

Dear _____ (Name of the Recipient),

We would like to take this opportunity to express our appreciation for your donation and kindness to [Name of your company]. We are happy to get your precious support. It is because of your valuable donation that we could able to achieve the goal of [Mention the goal].

Do not hesitate to get in touch with [Name of the person] through [Contact number].

Thanking you once again,

Sincerely,

(Sender Name)