



THANKING AN ORGANIZATION FOR DONATION

<Donor Name/Representative>

<Name of Organization>

<Street address>

<City, state/province, ZIP/postal code>

<Date>

Subject: Thanking you for your contribution

Dear <Donor Representative Name>,

Thank you for your recent purchase for the value of <write the fair market value> at our silent auction and further donation of <state the amount of donation>. We at <write the name of your organization> are glad to pass along your kindness to the cause of <write the name of the cause for which the donation will be used>.

<Describe the cause in some detail – whom does it affect, where and how?>

<Include some images related to the cause and relief efforts>

<Explain how the donor's contribution will help the people/the cause>

<Include quotes from the people affected, if appropriate>

We did not receive any goods or services in exchange for the silent auction donation from <write the name of the donor organization>. We are happy to inform you that your contribution is being put to good use. Through this letter, we would like to express our gratitude to you and your organization for making this possible.

Thank you for your help and support.

Sincerely,

<Name of the fundraiser>,

<Your Name>

<Your Job title>

P.S - Please feel free to reach out anytime. My number is <write your phone number> and my email is <write your email id> – I would love to chat and stay in touch with you.