



[Recipient's Name]

[Title]

[Street Address, City, Zip Code]

[Date]

[Sender's Name]

[Title]

[Street Address, City, Zip Code]

Dear [Recipient's Name]

We would like to thank you for being a part of our little family. It is because of your help that the kids in our orphanage could celebrate their joint birthday safely and lovingly. It was all because of your hard work that we were able to build this orphanage into a home for our young ones. They are no longer scared and live each day with love and laughter.

We would also like to thank you for all the lovely gifts that you sent to the children. It was because of your will that we were able to make a difference in the lives of all the displaced children. We have been able to provide a safe place where they can live and learn.

We would like to cordially invite you to a tour of our new orphanage where you can meet all our staff members as well as the children. They would like to personally express their gratitude for all the efforts you put in for them.

We hope to see you amidst us soon. We would also like to keep you updated on all that is happening with the help of our emails and newsletters. Again, thank you with all our hearts for all that you have done and continue doing for our kids.

Best wishes,

[Your Name]