



Sender address

Date

Address of the Receiver

Dear _____ (Name of the Recipient),

I would like to take this opportunity to thank you for your benevolence and contribution to [Name of your company]. We are delighted to get your support. It is because of your generous donation that you could able to achieve the goal of [Mention the goal]. We are also able to continue walking towards the [Objectives of your company]. You have indeed made a significant difference for which we will be always grateful.

As of now, your contribution is being channelized towards [Mention the problem]. In case you have any queries about how we are utilizing your fund or our company, do not hesitate to get in touch with [Name of the person] through [Contact number].

Sincerely,

(Sender Name)

