

Sender address

Date

Address of the Receiver

Dear _____ (Name of the Recipient),

I write this letter to you with immense joy about the positive effect of your recent contribution. It was just a week ago that the pathetic hygiene of the slum [slum name] was brought to our notice. It was only because of your generous donation, we could take the necessary steps so that the residents could enjoy better living conditions.

Not only me but all those people will also be deeply indebted to you for your timely support and good deed.

Thanking you once again.

Sincerely,

(Sender Name)

