

Address of the Sender

Email Address of the Sender

Date

Name of Receiver

Address of the Receiver

Subject: Thank You Letter for Donation to \_\_\_\_\_ School (Write the name of the school)

Dear \_\_\_\_\_ (Name of the Recipient)

On behalf of ABC school, I am writing this note to thank you for your contribution towards the development of our school. We are grateful to you for your donation of XXXX (Write the donation amount) for the development of a new building.

Our school provides education to specially abled students coming from low income groups. Till last year, we had 100 students enrolled in our school but this year we got 50 new students in our school. Due to shortage of funds, we were unable to build classrooms and other required infrastructure. Now with your help and contribution we can make 2 new classrooms. Your donation will go towards the construction of the classrooms, setting up smart classes and other infrastructure.

We are thankful to all the members of your society who have made contributions towards the development of our school. Your act of kindness will help to brighten the future of these children. Once again, thank you so much. We are glad to be associated with you.

Sincerely,

(Signature)

Sender's Full Name