

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 XYZ school, I would like to extend my gratitude towards your kind donation for our development of the school laboratory and library.

Thank you for your generous donation. The aid provided by you will help us to build better infrastructure and install new equipment in the laboratories. We will also be making an addition to the collection of books in our school library.

Again, I would like to appreciate you for your kind contribution and support. I would like to extend my sincere thanks to you.

Sincerely,

(Signature)

Sender's Full Name