

*The sample below is an email thank-you letter.*

*To: [Recipient's Email ID]*

*CC: [Your Email ID]*

*Subject: Thank You For The Donation*

*Dear Mr. [Recipient's Name],*

*I am sincerely grateful to you for your donation. The money helped us in arranging the funeral. I used this money to cover some of the funeral expenses. This donation of yours helped us greatly at the time when we were grieving the loss of our loved one. Your kind act is much appreciated by the entire family.*

*Apart from the donation, your presence at the funeral is also much appreciated. You being at the funeral gave us the emotional support that my family and I were looking for. The kind words that you said about [Deceased person's name] showed how close you both were. These words also highlighted the fact that how special [deceased person's name] was. I am again expressing my sincere gratitude for attending the funeral and for making such a generous donation.*

*Yours truly,*

*[Your Name]*

*[Contact Number]*