



Address of the Sender

Email Address of the Sender

Date

Name of Recipient

Address of the Recipient

Subject: Thank You Letter for Memorial Donation

Dear _____ (Name of the Recipient)

With this letter, we would like to inform you that we have received the sum of XXXX on XXXX (Date). We would like to thank you for your recent memorial donation in memory of your beloved mother. We would like to inform you that your donation will be used in the development of a new block of our old age home. With the development of this new building, we can now give homes to the needy.

Your generous action will bring a major change in the lives of old people. We truly appreciate your kind action and donation in loving memory of your mother. From all the members of our old age home, we would like to thank you once again for supporting our old age home. Sending condolences to the family.

Sincerely,

Name of the Sender

(Signature)