



Address of the Sender

Email Address of the Sender

Date

Name of Recipient

Address of the Recipient

Subject: Thank You Letter for \_\_\_\_\_

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

We would like to express our grief at the loss of your aunt. With this letter, we would like to thank you for your kind donation. We have recently received a memorial donation in the name of your beloved aunt in our NGO.

Our NGO offers a small token of thank you by sending a thank you card with a picture of the deceased. We request you to please share your address details so that we can send our thank you card and the picture of your beloved aunt. We also plant a tree for every donation received in memory of someone special. We have planted a tree at the \_\_\_\_ in memory of Ms \_\_\_\_.

Thank you, once again, for all your support and contribution. We request you to convey thanks to all the members of your family for such a kind action.

Sincerely,

(Signature)