

MAIL to SELF

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)

On behalf of the whole Church management committee, I would like to express my deep condolence to you and your family members. The loss of losing someone is heartbreaking and unbearable but all this is the action of God. We want to thank you for your generous donation of XXXX amount on XXXX (Date) towards the Church trust in memory of your beloved wife.

We will be using these funds towards the arrangement of food for all the needy people. We want to thank you again for your generosity and thoughtful donation. We hope you get teh strength to get over the loss.

Sincerely,

(Signature)