

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

*To: [Recipient's Name]*

*CC: [Your Name]*

*Subject: Thank You For The Mission Trip Donation*

*Respected Ms. [Recipient's Name],*

*I am writing this letter to express my sincere gratitude to you for the mission trip donation. This is not the first time you have done such a generous act. You have made several donations in the past for such trips also. I am extremely thankful to you for all the support.*

*Through your donation, I will be able to contribute to the community projects. The city that I am visiting requires assistance in teaching English to local children. With the help of your donation, I will cover expenses like travel, food, etc. in that city. Helping the needy is something dear to me and you have made that possible for me. Thank you for that. I again sincerely thank you for making such a generous contribution. If you have any other queries regarding the trip, don't hesitate to contact me.*

*Regards,*

*[Your Name]*

*[Contact Number]*