

Dear Sir/ Madam / First and Last name of sponsor,

We at (your company/ institute name) have received the generous sponsorship of (amount) from (Sponsor Company name). And we are pleased to inform you that your contribution will be used for further education of Master / Miss (child's name) who is currently residing at (charity home).

We extend our gratitude and heartfelt respect for such a generous donation for a noble cause. This money will make a great difference in the child's life, and we assure to keep you posted about the progress as well.

Such generous sponsorship brings hope in us that we will be able to provide for each child in need. Thank you once again for your support and thoughtful contribution.

Thanking you.

Yours sincerely,

(Your name)

(Your designation)

(Your company name) (your contact number)