This letter will be addressed to an acquaintance or a far related family member.

*Dear \_\_\_\_\_\_\_\_\_,*

*We greatly appreciate your sympathy and kindness during this difficult time. We had received news of the donation you made in \_\_\_\_\_\_\_\_’s name. We want to express heartfelt gratitude for your generosity. This was a beautiful gesture in remembrance of \_\_\_\_\_\_\_\_ and we know they would have felt the same way.*

*We know that you and \_\_\_\_\_\_\_ were very close and we understand that their death has impacted you as well. The generous donation you made will greatly help a cause that \_\_\_\_\_\_\_ was very passionate about.*

*Thank you once again.*