This sample letter will be addressed to someone who you know on a professional level like a colleague, business associate, boss, etc.

*To,*

\_\_\_\_\_\_\_\_\_\_\_\_.

*Date-*

*Subject- Letter of appreciation*

*Dear Mr./ Ms. /Mrs. \_\_\_\_\_\_\_\_\_,*

*Huge thank you from the family and friends of late \_\_\_\_\_\_\_\_\_\_\_ for your generous donation. We greatly appreciate the donation you have made and also for the support you and your team have provided our family at this time.*

*We believe that the contribution you have made to \_\_\_\_\_\_\_\_ (organization’s name) will positively impact many people and will help so many individuals. We thank you for the kind gesture which will help keep \_\_\_\_\_\_\_\_’s memory forever in the hearts of those benefiting from the donation.*

*Once again we would like to express our gratitude to your team for all that you have done during this very difficult time.*

*Yours sincerely,*