TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Subject:** Thank You Letter to Sponsors for a Fundraiser

Dear **[Name of Sponsor]**

Thank you so much for your generous donations at our annual fundraiser last week. We succeeded and even surpassed our goal of raising $150,000!

Your donations will be used to build new schools and provide education for millions of young people in countries that don’t have the funds or resources to provide even the most basic of education.

Every month we update our sponsors with an email sent to your registered email address. The email will show you how your donations are being used and having a beneficial effect on these young people.

Along with our letter, we have enclosed a photo of the young people standing outside their newly completed school house thanking you for your generous donation.

Without your contribution none of this would have been possible, so please remember, your ongoing support is vital and much appreciated by us here at **[name of Organization]**.

Best regards,

**[Your Signature]**

**[Your Name]**

**[Your Position]****[Your Organizations Name]**