

Click here to add  
Your Organization's Letterhead

Month Day, Year

First Name Last Name  
Company Name  
Street Address  
City, State, Zip

Courtesy Title (Mr./Ms./Mrs.) Last Name:

On behalf of the Board of Directors of XYZ organization, I wish to thank you and your company for your generous donation of \$\_\_\_\_\_ on \_\_\_\_\_ to the annual campaign.

We are indeed grateful to you for your enthusiastic support, which helps us assist those in our community.

Thank you once again.

Sincerely,

*Insert Your Signature*

Typed Name of Signer