Sample:

Dear Luis,

Thank you so much for your generous donation to XYZ Nonprofit! We truly appreciate your commitment to the kids in our community.

*Caption: In a recent all-city field day, the 4th graders at Blaine prevailed at tug-of-war against the 4th graders at McPherson. Thanks for pulling for everyone!*

With your help, we’ve provided after school care to 300 kids this year. They’re building healthy relationships with peers and adults, improving their grades, and having a great time in our after school programs at six sites around the city.

We couldn’t do it without you! Thank you.

Sincerely,  
Alice Agency Director