Dear [Donor’s name],

Thank you for your generous gift to [name of organization]. We are thrilled to have your support. Through your donation we have been able to accomplish [goal] and continue working towards [purpose of organization]. You truly make the difference for us, and we are extremely grateful!

Today your donation is going toward [problem]. If you have specific questions about how your gift is being used or our organization as whole, please don’t hesitate to contact [Name] through [contact information].

Sincerely,

[Your name]