[DATE]

Dear [RECIPIENT NAME],

Greetings!

On behalf of [YOUR COMPANY NAME] we want to extend our sincerest gratitude for your generous contribution to [EVENT]. Your very generous donation will surely have a significant impact on helping the campaign in [REASON].

On behalf of the organization and our beneficiary [NAME], we want to thank you for helping us make a positive change. Your generous support encourages our organization’s continued commitment to reaching our goals.

Thank you so much for your kindness and generosity.

Regards,

[YOUR SIGNATURE]

[YOUR NAME]