**Donation thank you letter template**

(insert the date)

(insert you name)

(insert your organization´s name)

(insert the organization´s address)

Dear Mr./Mrs. (insert the donor’s name),

On behalf of my team I want to express our sincere appreciations for the donation you have recently made for (insert the organization’s name). As you know, our mission is (insert the organization’s main objective) and, by now, we managed to (insert the results you achieved by now. This would have never been possible without people like you who support our cause.

Your donation of (insert the amount of money or the donation that was made) was used for (explain what the donation was invested in) and we expect (insert the anticipated results).

Thank you once again for your support. We hope to hear from your soon.

Yours sincerely,

(insert your name)