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 (fill in the campaign /project they supported).

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

There were no goods or services in exchange for this donations. Your gift is tax deductible and our tax id# is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you once again.

Sincerely,

*Insert Your Signature*

Typed Name of Signer