Your Organization’s Letterhead



Month Day, Year

First Name Last Name

Company Name

Street Address

City, State, Zip

Courtesy Title (Mr./Ms./Mrs.) Last Name

On behalf of XYZ Organization, I would like to thank you for your contribution of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ . Your financial support helps us continue our mission and assist those in our community. Your gift is tax deductible. Our tax id# is: \_\_\_\_\_\_\_\_\_\_\_\_\_.

The generous support of individuals like you makes it possible for our organization to exist and to make the community a great place to live.

Thank you again for your support! Sincerely,

*Insert Your Signature*

Insert Your Signature

Typed Name of Signer