

[Organization Name]
[Street Address]
[City, St Zip]
[Organization's Phone Number]
[Optional – Organization's Website]

[Today's Date]

[Name of Recipient]
[Address]
[City, St Zip]

Dear [Name of Recipient],

I want to express my sincere appreciation for your support to my efforts in raising funds for [Charitable Cause].

Your contribution was incredibly generous and your personal commitment towards our cause has helped [Church Name] to reach our fundraising goal of [Fundraising Goal \$ Amount].

Thank you again for your donation. With your help, we are one step closer to [Cause of Fundraiser: i.e. preventing child starvation in Kenya, Africa].

Sincerely,

(Sign here for letters sent by mail or fax)

[Typed Name]
[Title]