<<o\_Organization\_Name>>

<<o\_Mail\_Address>>

<<g\_Date>>

<<c\_Mail\_Address>>

Dear <<c\_Virtual\_Letter\_Salutation>>,

 On behalf of <<o\_Organization\_Name>>, I thank you for your recent gift of <<\_\_d\_total\_Amount>> in memory of <<d\_In\_Honour\_Contact\_Name>>.

Your support makes a vital difference as we continue to **[Insert descrition of what funds are being used for and the direct impact that this has on the cause]**.

Again, thank you for your gift in memory of <<d\_In\_Honour\_Contact\_Name>>. Your support makes an impact every single day!

Sincerely,

**[Insert Executive Director's Name]**

Executive Director

<<o\_Organization\_Name>>

P.S. An official receipt will be sent under separate cover by our Office of Gift Processing.