<<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 support of **[Insert name of Program]**.

Your thoughtful gift makes a vital difference as we continue our efforts to **[Insert description of what you will do with the donation]**.

Philanthropic contributions provide a foundation for **[Insert more detailed description of some programs that the donations support. Also talk about the direct impact your programs have to your cause].** For a more in-depth look at our activities, please visit us at **[Insert your website address]**.

Sincerely,

**[Insert name of Executive Director]**

Executive Director

<<o\_Organization\_Name>>