

Organization Letterhead

[Date]

[Donor Name]
[Donor Address]

[image of client/services in action]

Dear [Donor Name],

You have just changed lives! Your generous donation of \$[XX] made on [date] to [organization] has helped [example of client success or of service org provides].

Your commitment to [summary of mission] is appreciated by our organization and, most importantly, by those who benefit from our services. Your benevolence has [data provided by client]. Simply put, we could not do the work that we do without you!

We are so grateful for your unwavering support for our mission, and we would love for you to join us and see your gift at work. We would like to invite you to [take a tour/attend an event]. [Point of contact] is always available to [schedule a tour/provide event specifics], and to answer any questions you may have. Please do not hesitate to contact him/her at [phone number & email].

Thank you again for all that you do for our organization, and for [population served].

Sincerely,

[Name]
[Title]

*** This letter is an acknowledgement of your charitable contribution made to a recognized 501(c)(3) organization, EIN XX-XXXXXX. In compliance with IRS Code section 170(f)(8), this letter serves as verification that you have received no goods or services in connection to the tax-deductible gifts listed above. ***