

[DATE]



[NAME]
[ADDRESS]
[CITY, STATE ZIP]

RE: Your generous gift

Dear M . . . ,

On behalf of [ORGANIZATION], its Board of Directors, staff, and volunteers, I would like to convey our deep appreciation for your donation in the amount of [AMOUNT], in memory of [NAME]. By way of a copy of this letter, [Name] will be notified of your kind and thoughtful gift, as you requested.

Thewritepages.com
Kathleen@thewritepages.com

Thank you very much for your sponsorship of our program and its general operations. With your generous support, we are able to continue to provide quality assistance to our community, and persevere in our commitment to enhance the lives of the physically challenged by increasing their independence.

Please accept this letter as acknowledgement of your donation for income tax purposes. For your records, our Federal Tax Identification (EIN) number is [NUMBER]. If you need further information, please contact our office at [PHONE NUMBER].

Again, we at [ORGANIZATION] thank you for your generosity and warm expression of sympathy. We all extend our sincere condolences for the loss of your beloved [RELATIONSHIP].
With warmest regards,

Kathleen L. Galayda
Administrative Assistant

cc: [NAME]