

DONATION THANKS LETTER

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Introduction

It is a good practice to draft a letter acknowledging thankfulness for the donation that an individual or an organization has extended to your cause or purpose. A note of thanks from you fosters the mutual relations between you and the individual or organization and will go a long way in opening up possibilities for them to make further donations for your future projects. Hence the importance of writing a thank letter for a donation receipt seems to be immense. A thank letter symbolizes healthy practice and professional business etiquettes.

Donation thank letter Tips

Points to follow for a thank acknowledgement letter

- Try to maintain a warm personal relationship with your benefactor.
- A thank acknowledgement is a beneficial record for both the parties and helps to cement relationships that may help the social projects in the future too.
- Make thankful notes to the donor and make them realise how remarkable was their contribution in making the project a success.

Sample Donation thanks letter

From,

Date-

To,

Subject: Thanks acknowledgement for donation

Respected Sir/Madam,

I take this opportunity to request you to accept our heartfelt thanks and contentment on account of your timely help and donation for the project of helping hapless patients in the govt. hospital in the city of Madras.

Your amount of donation came to us as a blessing by way of our mission fulfillment. It has acted as a morale booster for us to fulfill our dream project to help our hapless brethren in the govt hospital.

On the very day, we received your gracious money, we have forwarded to you the receipt and we made confirmation that it reached a great soul like you in time.

It is people like you who give great inspiration to us by way of social service. Thank you sir.

Thanking you,

Yours sincerely,

Meena Vani

Donation thanks letter Template

From,

Date: _____ (Date on Which Letter is Written)

To,

Subject - _____ (Mention the purpose)

Respected _____ (Name of the donor)

I am _____ (Your Name) working as a part of the _____ (project name) for the cause of helping the needy patients of govt hospitals at Chennai. This is to mark thanks and gratitude for your kind heartedness to support our cause.

The project run successfully as a result of the wholehearted cooperation with the benevolent souls like you and we hope that god will give you moral strength and power to tend by the poor and needy in future as well. We hope your cooperation and support for the like projects in future also and we take this opportunity to thank you once more

The dream of an ideal society becomes fruitful only if more people like you support such causes and let us hope for a society with good for one and all.

Thanking you.

Sincerely,

Name and signature

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