

## DONATION THANK YOU LETTER

### **Included:**

Introduction

Donation Thank you letter Tips

Sample Donation Thank you letter

Donation Thank you letter Template

## Introduction

Many a times, the organization receives funds of different types. Thus, a donation thank you letter is essential in such cases. Donors are sent out a thank you letter and this in turn strengthens the relationships. This not only helps in securing future funding but also makes the donor feel happy as his support is appreciated. Donation thank you letter is a basic and the most used letter, when it comes to financial donation. As soon as the donation is received, the letter can be sent. This can be used for tax purposes as well and this leaves a record for contribution.

## Donation Thank you letter Tips

Tips for writing a good donation thank you letter

- One should make sure that the message comes from the heart. Extra time should be taken and it should be personalized in own words.
- One should not mention about himself or about the donor. It is a general letter which is written thanking them for the support. It should not boast as to how the money was raised.
- Good things about the donation should be told to the donor. Rather than being general, one should be specific.
- Such a tone should be used wherein one is speaking face to face with the donor. Tell them words like, ' the contribution meant a lot and it helped to a great extent'.

## Sample Donation Thank you letter

From,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ (Date on Which Letter is Written)

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subject: Request for donation to our organization

Dear Janette,

Thanks a lot. Due to the donation made by you, we could celebrate Michelle's birthday with balloons and cake in a loving and a safe place.

Thanks a lot as you have generously donated \$100 to Children's residential Services. Due to your willingness, the children in our community could enjoy a lot. A lot of difference has been brought about in their lives. Apart from that, 250 children have been provided with a place to feel safe, learn and live. With the other donation that you have made, computers were purchased for the kids. They are excited for doing their homework on the computers as well as for communication.

We would really love if you could drop in here and meet our staff and kids. Children would love to meet you. We would always keep in touch through newsletter and emails.

Thanks again for bringing about a difference in their lives.

Sincerely,

Malcolm Wexter

Executive Director

## Donation Thank you letter Template

From,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ (Date on Which Letter is Written)

To,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Subject: (Mention the purpose of writing the letter)

Dear \_\_\_\_\_(Mention the name of the donor)

I am writing this letter for appreciating the contribution that you have made. You have done a wonderful thing. With your contribution, we have \_\_\_\_\_(mention the uses). If you need any favor from me, you can definitely contact me on my email \_\_\_\_\_(mention the email address) or my phone number\_\_\_\_\_(mention the phone number).

Cordially,

Signature

## Disclaimer

The author and publisher of this Ebook and the accompanying materials have used their best efforts in preparing this Ebook. The author and publisher make no representation or warranties with respect to the accuracy, applicability, fitness, or completeness of the contents of this Ebook. The information contained in this Ebook is strictly for educational purposes. Therefore, if you wish to apply ideas contained in this Ebook, you are taking full responsibility for your actions.

The author and publisher disclaim any warranties (express or implied), merchantability, or fitness for any particular purpose. The author and publisher shall in no event be held liable to any party for any direct, indirect, punitive, special, incidental or other consequential damages arising directly or indirectly from any use of this material, which is provided “as is”, and without warranties.

The author and publisher do not warrant the performance, effectiveness or applicability of any sites listed or linked to in this Ebook.

All links are for information purposes only and are not warranted for content, accuracy or any other implied or explicit purpose.

No part of this may be copied, sold, or used in any way other than what is outlined within this Ebook under any circumstances without express permission from [www.letters.org](http://www.letters.org)