

## Your Organization's Letterhead

Month Day, Year

First Name Last Name  
Company Name  
Street Address  
City, State, Zip

Courtesy Title (Mr./Ms./Mrs.) Last Name:

On behalf of XYZ Organization, I would like to thank you for your contribution of \$ \_\_\_\_\_. Your financial support helps us continue in our mission and to assist those in our community.

The generous support of individuals like you makes it possible for our organization to exist and to make the community a great place to live.

Thank you again for your support!

Sincerely,

*Insert Your Signature*

Typed Name of Signer