**{Name or Logo of your Organization}**

**{Month, Day**, **20….}**

**{Mr./Mrs./Ms.**

**Name of Company/Organization**

**Professional Title**

**Address**

**City/Town/State}**

Dear:

On behalf of the whole leadership of our annual campaign **{or the board of directors}** I want to thank you for your **{$....}** investment for **{year}** in support of **{your organization}** and its mission **{or specific program{s), project(s)}**.

Your contribution and the gifts of all our current donors provides **(your organization**) the ability to continue working to improve the quality of life {**or program(s) or your constituency}** in the City/Town/County of… We could not do our work without your contribution to **(your organization).**

Sincerely,

**{Your Organization’s Board Chairperson} {Executive Director or CEO}**