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

**{Date}**

**{Name**

**Street Address**

**City, State ZIP}**

Dear:

The Board of **{your organization}** and staff are grateful and honored to acknowledge your commitment of **{$...}**to **{name of your organization}.** Your generosity will benefit others for generations to come.

Your contribution will help ensure that we {**follow our mission, do/continue the following activities(s), project(s), or program(s)}.** It will also help us to continue to build our strong foundation in {**what you are doing}.** As per our last communication regarding your willingness to contribute $....to our 20…annual campaign, please return the enclosed pledge card **{or letter}** at your convenience. For any further questions, please do not hesitate to contact me **at** … **{or you specifically at ……}.** Again, thank you commitment to contribute to **{name of organization}.**

Sincerely yours,

**{Name of Person that had the last communication with the potential donor}**