**{ Name of Your organization and Logo}**

**{Date}**

**{Name**

**Title**

**Company**

**Town or City/Zip}**

Dear:

**{name of volunteer}** has forwarded your check for **{$ ….}** to our **{your organization for the 20…annual campaign}**. I **{or we}** want to let you know how deeply appreciative **{I am, or we are}** for your generous contribution **{gift or contribution}.** The funds that we are raising during this year's annual campaign will allow **{your organization}** to **{explain what you plan to do}** andto carry on our mission to make the **{lives of constituents/other}** that weserve ……….

Thank you again for your generosity and look forward to visiting you soon as we will be in touch **{or continue to be in touch}** with you regarding our **{state activities}.**

Sincerely,

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