Sample Thank You Letter & Postcard – just fill in the blanks!

Sample Long Thank You Letter

Dear _____,

On behalf of [organization name], I would like to thank you for your generous donation of $ _____. Your contribution makes it possible for us to [state purpose].

Since its inception in [date organization started], [org name] has [briefly state highlights]. This year, we have [briefly describe growth or goals achieved]. This is only possible because of thoughtful contributions from people like you.

In [current year], we plan to [briefly state continued efforts or expected growth]. As you know, the cost of [brief description of what organization does] does not go away. We hope for your continued support in the future.

No goods or services of any value were or will be transferred to you in connection with this donation. (OR) The estimated value of goods or services provided in return for your donation were $ _____.

Please keep this written acknowledgement of your donation for your tax records.

Once again, thank you for your generous donation.

Sincerely,

[Signature]
[Name]
[Title]
[Organization]

Sample Short Thank You Postcard or Receipt

Thank you for your generous donation of $ _____. People like you make it possible for us to continue to [organization's purpose].

No goods or services of any value were or will be transferred to you in connection with this donation. (OR) The estimated value of goods or services provided in return for your donation were $ _____.

Please keep this written acknowledgement of your donation for your tax records.