

**SAMPLE DONOR THANK YOU LETTER**  
(to be printed on your letterhead)

Date

Donor Name  
Address  
City, State, Zip

Dear Mr. and Mrs. Dogooder,

Thank you for your generous donation of \$100.00 in support of our annual "Get Up And Go" charity event.

The money received from your donation will enable us to provide needed services to adults within our community with mental illness and disabling emotional problems. Your support makes it possible for our clients to receive educational and vocational classes, enjoy social and recreational outings, and build self-esteem in a positive, loving environment. Our programs could not exist without the generosity of individuals, like you.

I invite you to join us at our next Open House, which will be held on Monday, January 15, 2111, where you will have an opportunity to tour our facility and meet our Board of Directors. The Open House will take place from 1:00 p.m. to 3:00 p.m. and we hope to see you there.

On behalf of our clients and our entire community, I thank you for your generosity.

Sincerely,

Ima Happy,  
Board President