[Your Name]

[Street Address]

[City, ST ZIP Code]

[Date]May 13, 2014

[Recipient Name]

[Title]

[Company Name]

[Street Address]

[City, ST ZIP Code]

Dear [Recipient Name]:

Thank you so much for your generous donation of $[amount] to [Organization Name].

As you know, our organization helps our families in the \_\_\_ community who suffered severe damage and loss of their homes as a result of \_\_\_\_\_\_\_\_\_\_.

With the generous support of people/organisations like you, we will be able to help many of these families and individuals return to a sense of security, community and home.

For more information on how your donation is helping to make a difference in the lives of so many in our community, we invite you to visit our website at [website URL]. You can also find information there on our upcoming events for this year and volunteer opportunities.

Thank you again, and we look forward to your continued support.

Sincerely,

[Your Name]

[Title]