**Sample Thank You Letter & Postcard**

Sample Thank You Letter

[Date]

Dear [Donor’s Name],

On behalf of [Organization Name], I would like to thank you for your generous donation as listed below. Your contribution makes it possible for us to [state purpose].

Date Description Estimated Value

4/17/2020 Water for jog-a-thon $50.00

Since its inception in [date organization started], [organization’s 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.

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 Name & EIN #]

Sample Thank You Postcard

[Date]

Dear [Donor Name],

Thank you for your donation(s) as listed below:

Date Description Estimated Value

4/17/2020 Water for jog-a-thon $50.00

We appreciate the generosity you have shown our organization. We hope that we can continue to count on your support in the future.

Sincerely,

[Signature]

[Name]

[Title]

[Organization Name & EIN #]