**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

4/17/2023 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 continues to increase.

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

Once again, thank you for your generous donation and continued support.

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

4/17/2023 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 #