[Your Name]

[Designation]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address] [City, ST ZIP Code]

Dear [Recipient Name]:

I would like to contribute towards your current charity project which aims at helping the people of Thar during the ongoing famine. I have made an online transfer of $10,000/- to the [NAME]'s account. The reference number for the transaction is U45990768. I hope this amount helps you purchase one month’s grocery supplies for a needy family. Kindly send me an acknowledgment for the received amount by messaging me at the provided phone number.

I really appreciate the efforts made by your organization –Vibrant Youth – towards different issues being faced by the people of this country. In particular, your contributions to the inhabitants of Thar must be applauded. Life in this dry and harsh desert area is extremely hard with dwindling water and shortage of food supplies. I must appreciate the fact that your team of volunteers visits the area once every month despite unfavorable environmental conditions to provide regular food supplies to the victims. I request you to keep up your excellent work as the helpless people of Thar need saviors like your organization.

I heard about your organization through a friend. I have read about your previous projects on your online blog. This is what motivated me to make this humble donation. I hope you will make good use of this money. Kindly email me a report for your next visit to Thar when you utilize my donation.

I would like to thank you for providing individuals like myself this opportunity to make a personal contribution. It is unfortunate that I cannot visit the famine struck area myself owing to various limitations as well as commitments. However, I am extremely pleased that Vibrant Youth has made it possible for me to play a part in this noble mission.

I intend to provide more financial help for your projects in future whenever possible for me. Please do keep up the good work as I look forward to being a part of your charity projects.

Sincerely,

Jessie