|  |  |
| --- | --- |
| [Date] | [Your Name]  [Company Name]  [Street Address] [City, ST ZIP Code] |

To

[Recipient Name]

[Title]

[Company Name]

[Street Address] [City, ST ZIP Code]

Dear [Recipient Name]:

We would like to thank you for your helpful contributions toward our charity project. We appreciate your efforts for the collection of donations. You made it possible for the organization to reach its target of collecting $50,000/- within one month. Without your valuable support, it would have been an uphill task for us.

We particularly acknowledge your help with our online campaign. Your social media expertise was a great help. We received an impressive response through the promotion carried out by you on Facebook and Instagram. A large number of people learned about our project through this promotion. As a result, we received funds from more and more people in a very short time.

The organization is thankful to you for all you have done for us. We hope to see you again for our future charity projects.

Best Wishes

Your Name

[Title]