Hello, [*Name of donor*]!

It’s people like you who make what we do possible. Your donation of $[*donation amount*] on [*Date*] to [*Name of organisation or campaign*] is greatly appreciated. So, let us be the first to say THANK YOU for being a part of our mission!

Since [*year when organisation or campaign began work*], we’ve been working tirelessly to [*state mission of organisation or describe the work you’re doing*].

Your amazing donation of $[*donation amount*] has a tax deductible amount $[ *deductible amount*]. Below, you will find a receipt for your records. We’ll also send out a year-end tax summary in time for you to file early next year.

We’re so grateful for your support!

Thank you so much,

[*Name and signature of ED or CEO*]  
[*Name of organisation*]