

Insert Date Here

FULL NAME
ADDRESS
CITY, STATE ZIP CODE

Dear First Name

I would like to personally thank you for participating in this year's [EVENT NAME] to benefit [ORGANIZATION NAME]. Your donation is going toward a great cause! Please be assured that you have made a direct impact on [INSERT MISSION HERE]. Your donation will benefit [INSERT BENEFICIARIES].

If you have any questions about your donation, I urge you to contact me directly or contact the [ORGANIZATION NAME] by phone at [PHONE NUMBER] or online at [WEBSITE]. This year, our event raised \$XXX for [ORGANIZATION NAME]. We hope to get even more people involved next year.

Thanks again.

Sincerely,

NAME