<Date>

<Your Name>

<Your Organization’s Name>

<Street>

<City, State Zip>

Dear <Name>,

Thank you so much for contributing to <your organization or a specific event, if applicable>. Your donation will help us partner with Reading Is Fundamental to <main achievement of project – total money raised, people reached, etc.>

We are thrilled to be able to provide books for children who need them and inspire a lifelong love of reading. It’s wonderful to see the whole community come together for children and we are appreciative of your support.

You have helped many children with your generous donation. If you are interested in staying up-to-date with us and following our work, please <provide information about getting in touch, getting on a mailing list, etc.>

With sincere thanks,

<Signature>