

# Thank You Letter Template

Start your donor relationships off right! Send a stellar thank you message to all donors in a timely fashion.

Dear \_\_\_\_\_, (make sure donor's name is spelled correctly)

Start with a vivid image or short story of what the donor made possible.

Say thank you and give the donor credit for the impact of their donation. If the gift was to a campaign or fund, customize your letter to include specifics on what their donation accomplished.

Tell donors how they can be in touch with you. Include your phone number, email, and website.

Tell your donors thanks one more time and sign a real person's name.

Keep in mind: Receipts and thank yous are two separate pieces of donor communication.

