

Sample Thank You Letter

Date

Mrs. Jane Megabucks
123 Upper Meadow Drive
Anytown, USA 12345

Dear Jane:

On behalf of the Sisters of Holy Cross School, we gratefully acknowledge your gift of \$500. We appreciate your continuing generosity to our mission and the children of the Eastside District.

As I explained to you when we met on Monday, these funds will make an immediate impact on the children. Your contribution will be added to the campaign for new costumes, props, stage and audio visual improvements for our after school drama enrichment program. In fact, during the Spring Musical, The Sound of Music, the school will be able to purchase the new costumes associated with that play because of your gift. In addition, the new audio visual enhancements are scheduled to be installed as well. We do hope you can join us for the event. I'll be sending you an invitation.

Jane, thank you again for your thoughtful contribution to the Sisters of Holy Cross School. It is donors like you that enable us to provide a wonderful and academically challenging environment for children in our community.

We look forward to seeing you soon at the next school activity. We are grateful that you continue to think of us in such a generous way.

With gratitude,

(Provide a real signature)

Mr. Warren T. Doolittle
Headmaster
Sisters of Holy Cross School