

# Thank You Letter Template

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

## SALUTATION

Make sure donor's name is spelled correctly.

Dear

## INTRO

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

## THANK YOU

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.

## CONTACT

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

## SIGNATURE

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.**