Thank You Letter Template

*This is an example. There are many ways you can show your appreciation to your item donors but, at a minimum, you should supply them with a thank you that also doubles as a receipt for tax purposes. The sooner the better.*

Dear Mr./Mrs. Smith,

We’d like to express our deep appreciation for your generous gift of a “$500 Gift Certificate to Wilke’s Department Store” to Let’s Join Together hosted by Common Good. We received your gift on February 15, 2023.

Because of your support we were able to reach our fundraising goal and help over 1,000 people improve their lives. Thanks to you, more people will be able to improve their lives.

Thank you again, from the bottom of our hearts, for being a hero to the many people that will be helped around the world.

Your gift may be tax deductible. Please obtain the advice of your accountant.

Common Good Charity

5555 America Street

Nashville, TN 37215

615-555-5555

Tax ID: 12-345968

With gratitude,

Donna Lynne, Common Good | Volunteer