thank you letter template

*This template can be used to guide you in writing a formal thank you letter to individuals or organizations that have contributed funds or other support to your activities. Adapt this document to fit your needs.*

* **Edit the header (top of next page):**

1. Double-click the header area.
2. Right-click the logo placeholder (box that reads “PLACE LOGO HERE”). Select “Change Picture.” Select your organization logo from your files. Your logo will appear.
3. Enter your organization name and the date at the top-right of the header.

(Note: If your organization/group does not have a logo, you can delete the logo placeholder, or insert another suitable picture.)

* **Complete all sections**

1. Enter information throughout the document.
2. Delete or change information that does not apply to you.

Note: Some areas allow for multiple paragraphs.)

* **Delete this first page**

1. Double click header area.
2. Select the Design tab at the top of the computer screen.
3. De-Select “Different First Page” (check box)
4. Highlight all lines and instructions on the first page and delete

(Note: Make sure your name and information are at the top of the page, i.e. no blank spaces at the top.)

[Your Name]

[Title]

[Organization/Group Name]

[Street Address line 1]

[Street Address line 2]

Click here to enter a date.

[Recipient’s Name]

[Title]

[Organization/Group Name]

[Street Address line 1]

[Street Address line 2]

Dear [Recipient's Name]:

Thank you so much for your generous support to [Organization/Group Name].

[Use this paragraph to describe the importance of your goals and objectives.]

[Use this paragraph to describe how the support will help you achieve your goals and objectives.]

[Use this paragraph to provide information about how the supporter can learn more about the impact of their support. This may be the name and contact for someone who can answer questions.]

Thank you again, and we look forward to your continued support.

Sincerely,

[Your Name]

[Title]