Subject Line: Thank You for Supporting [School Name]—Your Impact Matters!

[Your School/Organization Logo]
[School/Organization Name]
[School/Organization Address]
[City, State, Zip Code]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

On behalf of all of us at [School Name], I want to express our heartfelt gratitude for your generous contribution of [describe the donation, e.g., $200, a sponsorship, volunteer hours] in support of [fundraiser, initiative, or event name]. Your support plays a vital role in helping us [describe goal—e.g., enhance student programs, provide scholarships, improve school facilities].

Thanks to alums like you, we were able to [mention any specific accomplishments, e.g., raise over $5,000, provide new technology for classrooms, support student-led initiatives]. Your generosity not only strengthens our school community but also ensures that current and future students continue to benefit from the same enriching experiences that shaped your time at [School Name].

We are truly grateful for your continued connection and commitment to [School Name]. Your support makes a lasting impact, and we hope you'll stay involved.

If you'd like to learn more about upcoming events or future giving opportunities, please visit [School Website URL] or reach out to me at [Your Contact Information].

Once again, thank you for your generosity. Together, we are making a difference.

Warm regards,

[Your Name]

[Your Position]

[Your Contact Info]