



## Thank You Letter

[DATE]

[NAME OF DONOR]  
[DONOR STREET ADDRESS], [CITY]  
[STATE], [ZIP CODE]

Dear Mr./Ms.,

This letter is made to inform you that [NAME OF ORGANIZATION] has duly received the [QUANTITY] packages filled with canned goods and used clothing. Your generous donation will be distributed to the victims of [Disaster type: fire, typhoon, tsunami, and etc.]. Because of your generous and compassionate contribution, the organization has collected more than enough amount of goods that it intended to collect to sustain the immediate and basic needs of the disaster victims.

With your faithful donations over the years, you have demonstrated your deep commitment to providing immediate disaster relief. Your support has continuously played a key role in the success of our organization. Hence, as a token of our gratitude, the organization is offering you this plaque of recognition sent together with this letter.

Thank you once again for your unwavering support.

Sincerely,

Name and Signature  
Organization Name