



## Thank You Letter

[NAME OF RECIPIENT]  
[POSITION]  
[NAME OF COMPANY]  
[COMPANY ADDRESS]

[DATE]

Dear [NAME OF RECIPIENT],

On behalf of [NAME OF ORGANIZATION], I would like to extend my sincerest thanks for acting as a major sponsor for the event, [NAME OF EVENT], held at [NAME OF VENUE] and located on [VENUE ADDRESS]. With your support, the organization was able to raise funds for the [RECIPIENTS OF THE ORGANIZATION].

The organization aims to create a safe community for individuals who are suffering from mental illness, such as depression, anxiety, bipolar disorder, alcohol and substance abuse, and eating disorders, among others. With volunteers from around the country, the organization aims to create an inclusive and empowered community for these individuals.

[NAME OF ORGANIZATION] will not be able to take strides in these projects without your generosity, and for that, we wish to express our deepest gratitude. Please take note that your sponsorship donation of [0.00 USD] is not tax-deductible as it represents the estimated value of goods and services received in exchange for your support of the organization. This letter serves as your official receipt to the said donation.

Thank you and we hope to see you at one of our future events.

Sincerely,

[SIGNATURE OVER PRINTED NAME OF SENDER]  
[POSITION]  
[NAME OF ORGANIZATION]  
[ADDRESS]  
[CONTACT DETAILS]