[Type the sender company name]

1111 Huntington Drive, Greensboro, NC 27494 ⦁ (336) 555-4321 ⦁ Helpers@CDRC.org

1/29/2010

«AddressBlock»

Dear «FirstName»,

On behalf of the Community Disaster Relief Center and all recipients of their services, I want to say Thank You! Your donation of $«Donation» on «Date» has been a wonderful gift to our organization and will provide many people with much needed support during times of great need or disaster.

We hope that you will tell your friends and associates about the important work of the Community Disaster Relief Center and will make us your charity of choice so that when you are ready to make another donation, your thoughts will turn to us again. Also, don’t forget about us when you begin estate planning. Your tax receipt is attached. Thank you again for your donation.

Wacey Rivale  
Director of Fundraising