**Date**: Month 00, 0000

**[Name Here]**

[Designation and Company],

[Address],

**Dear [Name of person],**

We are writing this letter to express our deepest thanks for your generous contribution towards “Help The Poor NGO”. Donations from generous people like you help us in continuing our mission to help the poor and unprivileged to get food and medical help.

Your financial support for the last few years has enabled us to bring some solace to the underprivileged in our locality which in turn has helped in combating crime. Though our need is huge but we try to make life a little less miserable for the unfortunates with the donations from people like you who become partners in our endeavor.

We thank you once again for the support and compassion we have received from you so long and hope it will continue in the future.

Yours sincerely,

**[Write name here],**

[Sign]

[Address]