<<g\_Date>>

<<c\_Mail\_Address>>

Dear <<c\_Virtual\_Letter\_Salutation>>,

We are pleased and very grateful for your generous donation to YourCharity’s Name. We appreciate your gift.

Here is a summary of your donations over the last year:

Date Receipt Amount Total Amount

<<LI{d\_When\_Received;d\_Receipt\_Amount;d\_Total\_Amount}>>

<<\_\_d\_Receipt\_Amount>> <<\_\_d\_Total\_Amount>>

No goods or services were provided in exchange for the donation.

Kind Regards,

name of signatory

title of signatory