

[Your Name]  
[Street Address]  
[City, ST ZIP Code]  
[Date]June 23, 2015

[Recipient Name]  
[Title]  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]

Dear [Recipient Name]:

Thank you so much for your generous donation of \$[amount] to [List Club Name].

[Briefly mention your club and tie it back to the specific event the donation took place (banquet, fundraising tournament) or the request sent out to the donator]

[Provide details on how the donation is working to improve your club's status or how it helped reach a goal of the club]

[Close with another round of thanks and a reference to future needs or requests]

Thank you again, and we look forward to your continued support.

Sincerely, (With Kind Regards)

[Your Name]  
[Signature]  
[Title]