

Letter of Appreciation Template and Sample Text

Donor Name
Donor Street Address
City, State ZIP

Date

Dear (Donor Name):

Thank you for your generous donation of (cite monetary amount, acreage of land, or other donation).

This donation will enable us to (describe specific project that the donation will benefit or fund. If it is a land donation, describe how you will use it—as exchange land to acquire land within an approved project boundary; as a key acquisition for a particular National Wildlife Refuge, National Fish Hatchery, or other program land; etc.).

We sincerely appreciate all that you have done on behalf of the U.S. Fish and Wildlife Service.

With gratitude,

(Signature)

Title

cc: Any Appropriate Headquarters, Regional, or Field Offices