

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Thank you to a Corporation for Donations

Dear :

The Band Conference held on {date} was a great success. Over 100 people participated in the activities and over 20 bands were there to inform students, parents, and educators of bands. I wanted to thank {name} for their donations to this event. Without your help, this event would not have been a success.

Once again, thank you for your donations. Your help in this matter is truly appreciated.

Sincerely,

N A M E