

date

address

Dear \_\_\_\_\_,

Thank you for your prompt response to our request for the second payment of your 5 year pledge. Your generous on-going financial support is very much needed and is being used to support the services we provide to \_\_\_\_\_.

On behalf of the Board of Directors, staff and program participants, I want to express our heartfelt thanks for your support as we continue to provide opportunities for \_\_\_\_\_.

Sincerely,

Executive Director

In accordance with IRS rules, \_\_\_\_\_ organization name \_\_\_\_\_ states that it has provided no goods or services in consideration of your charitable gift. Please keep this letter as a receipt of your contribution for your tax records.