



Thank You Letter Template
(remove this heading and fill in all bolded information)

Date

Contact name
Business name
Street address
City, state, zip

Dear **(name of contact)**,

I am writing to thank you for your generous donation of **(name gift)** for our ECO2school program.

ECO2school works with Sonoma County high school students to engage them in active transportation, climate protection, and leadership projects. We reach thousands of students in Sonoma County each year, including hundreds of **(school name)** High School students. We will use the **(name gift)** as an incentive to encourage Sonoma County students to participate in our programs.

This letter serves as a receipt for **(Company name)**'s donation. No goods or services were provided in exchange for this contribution. **(Name of school)** has a non-profit foundation. Its tax ID number is **(ask school administrator for the tax ID number)**.

We truly appreciate your support for our cause, and your commitment to our community. Thank you!

If you have any questions, please feel free to contact me at **(insert contact information)**.

Sincerely,

Name
Title