

# Fundkit

[[date]]

[[addressee]]

[[address\_one]]

[[address\_two]]

[[city]], [[state]] [[postal\_code]]

Dear [[salutation]],

On behalf of the families we serve, thank you for your generous gift of [[gifts.ack.amount]]. This holiday season will mean so much more to the Family First community because you understand just how important the family unit is during the holidays.

Rita is a single mom working two jobs to make ends meet for her and her two young children. When she applied for family holiday assistance, she had no idea how you would show up. She received a feast to feed more than her own family, a stocked pantry, warm winter clothes for her and her children, and countless toys and educational items for her family. Through tears, Rita said, "Family First has been an enormous blessing to my family this holiday season. Never in my wildest imagination and vigilant prayer would I have ever imagined a Christmas like this for my family!"

Your support of the Holiday Giving Program a testament to the collaborative and giving spirit that is a defining characteristic of our community. For that, we thank you. If you would like to learn more about Family First - how to get further involved or visit for a tour, for example - please do not hesitate to call me at 222-555-1212 or by email at jrogers@ff.com.

Again, thank you for all you do to support families like Rita's.

Sincerely,

Janice Rogers  
Development Director

## Please retain this information for your records

Gift Date: [[gifts.ack.mmDDyy]]

Gift Amount: [[gifts.ack.amount]]

Payment Method: [[gifts.ack.payment\_type]] [[gifts.ack.check\_number]]

## Note

The thank you letter should be highly customized to your own organization. This is a time to tell the donor about what their donation will do, not what you as an organization will do.

*Family First is a registered 501c3 organization. No goods or services were received in exchange for your donation.*