

[logo or letterhead]

[Date]

[Name of Organization]

[Address]

Dear _____,

I am writing to express our sincere gratitude for the generous grant of \$_____ that _____ received from the _____ Foundation. We are truly honored to have been selected for this support, which will have a significant impact on our work.

This funding will enable us to continue our mission to _____. **General operating funds** will support all aspects of the organization, including operating expenses, building staff capacity, and direct program implementation.

We deeply appreciate your belief in our mission and your commitment to helping us achieve our goals. Your support not only provides us with the resources needed to continue our work but also motivates us to continue to expand our scope and impact in the community.

Please know that we will use this grant responsibly and we would love to keep you informed about our progress. We are excited to share the outcomes of our efforts and the impact of your generosity in the near future.

Thank you once again for your trust and support. If you have any questions or need additional information, please don't hesitate to contact me at _____ or _____@_____.

Sincerely,

[Name]

[Title]