

[Local School Letterhead]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address]

[City, ST ZIP Code]

Dear **[Recipient Name]**:

[Your School Name] PTA wants to thank you for your donation of [add name and amount of donation] for **[Name of the Event]** which was held on **[Date of Event]**.

Your company's help made our [name of event] a great success. (add in some details of how their contribution was used and the children that it affected.)

Sincerely,

[Your Name]

[Title]

[Contact phone]

[Email address]