(WESD or School Letterhead)

Date

Name

Organization   
Address 1

Address 2

Dear Mr./Mrs./Ms.,

On behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School, I would like to thank you for your generous donation of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to be used as/to/for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

At \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School, we are committed to carrying out the vision of the Washington Elementary School District: “Achieving excellence for every child, every day, every opportunity.” It is through donations such as yours that we are able to achieve this goal. Thank you again for your generosity and support.

Sincerely,

Principal/Assistant Principal