

## Sample Thank you Letter to a donor

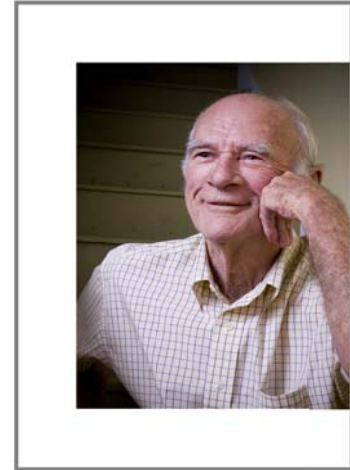
[Name and Address]

[Date]

Dear [Name],

This week, thanks to your help, Fred G, an 81 year old veteran with lung disease, became a tennis champion!

Fred, along with the 25 others who attend our day programming, competed in a hard fought Wii tennis tournament, and had a lot of laughs along the way. Fred has attended our programs for several years, and looks forward to seeing his friends and having a hot meal at lunch. This is a huge change from his life prior to coming to the Center. You see, Fred lives alone, with no family nearby. He did not go out, didn't eat well, and didn't get much exercise. Now, thanks to you, that has all changed.



We appreciate your thoughtful donation of \$250 to the Riverside County Council on Aging. Your donation will ensure that older people in our county, like Fred, have a place to go on a daily basis "where everyone knows their name" and cares about the health and well-being of those who come through the door.

More than 30 percent of seniors in our county live on small, fixed incomes. The Council on Aging provides assistance with health care for these struggling older people, as well as provides meals, rent subsidies, and counseling.

Your donation makes it possible to continue those services despite the economic distress we currently face. Private donations go far in making up for budget cuts at our state level and local government funding.

Frankly, we could not do what we do without donors such as you. We, and those we serve, deeply appreciate your generosity and we look forward to working with you in the future.

Sincerely,

Jill Blanken  
Executive Director

P.S. Please feel free to call me at any time at xxxxx if you have questions, would like an update on our activities, or wish to volunteer at one of our sites.