<<Date>>

<<Addressee>>

<<Address Line 1>>

<<Address line 2>>

<<City, State, Zip>>

Dear <<Addressee>>,

Greetings from (your organization)! I am writing with the hope you’re your schedule may accommodate a brief face-to-face meeting in the coming weeks.

As (your title), it is my pleasure to express gratitude for the many ways your past leadership support has strengthened our outcomes. Throughout your giving experience with us, I hope that you have seen, heard and felt the impact that your generosity has made possible. Thank you for helping us (talk about your mission for a sentence).

My role is to simply thank you, and to ensure you know that you have been invaluable. The impact of your contributions can be demonstrated, and is impressive.

I also hope I can bring you up to date on the current priorities of (your organization), including our signature (talk about a key initiative or differentiating feature for the rest of this paragraph).

Within the next 10 days, you will be receiving a phone call from (name, role) with a request to visit personally with you briefly. I hope you will accept this request. Meanwhile, please contact me any time at (phone number) or my e-mail address, (e-mail). I would be delighted to hear from you with any questions or feedback. I’m looking forward to setting an in-person meeting at a time and place of your choosing.

Thank you again for all you have helped us do to brighten our mission.

Happy New Year,

(your name)

(your title)

(your organization)