

# Ways2Raise

ways2raise.co.uk

## Thank You Letter Template

A heartfelt thank-you letter for donors and sponsors

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*Free to use. Designed to be improved in Canva.*

## Why Thank-You Letters Matter

A genuine, personal thank-you letter is one of the most powerful tools in your fundraising toolkit. It closes the loop with donors, makes them feel valued, and significantly increases the likelihood that they will support you again in the future.

### TOP TIP

Send your thank-you letter within 48 hours of receiving a donation. The sooner you send it, the more impact it has. For business sponsors, a handwritten letter on quality paper is far more memorable than an email.

## TEMPLATE -- For Individual Donors

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[Your Name]

[Your Address]

[Date]

Dear [Donor's Name],

I wanted to write to say a huge thank you for your incredibly generous donation of [GBPAMOUNT] towards my expedition to [Destination]. Your support means the world to me and has brought me [closer to / to] my fundraising target.

When I return from my expedition, I will make sure to share photos and stories with you so you can see exactly what your generosity has made possible. I am so grateful to have people like you cheering me on.

Thank you again from the bottom of my heart.

With gratitude,

[Your Name]

## TEMPLATE -- For Business Sponsors

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Dear [Manager's Name],

On behalf of myself and my family, I would like to express my sincere gratitude to [Business Name] for your generous sponsorship of [GBPAMOUNT] towards my expedition to [Destination].

Your support will be recognised on [list the benefits you offered -- social media, posters, etc.]. I will ensure that [Business Name] receives the full recognition it deserves throughout my fundraising journey and beyond.

I will be in touch with updates from my expedition and look forward to sharing my experience with your team upon my return.

Yours sincerely,

[Your Name]

[Your School]

