**Example Thank You**

Below is an example acknowledgement letter to thank donors for their contribution to your community foundation’s endowment. This can be sent as an email or letter.

Please feel free to tailor this letter to fit your community foundation.

*This is not a donation receipt that satisfies IRS requirements. If your community foundation has its own 501(c)(3) and needs an example of this, please let us know. For community foundations under our 501(c)(3), we provide donation receipts.*

**Subject: We Can’t Thank You Enough For Your Generosity!**

[Salutation],

Thanks to your generous donation, we are $[amount] closer to reaching our goal of $[x] raised this year for [local community foundation]’s endowment. Because of donors like you, we can better serve our community now and in the future.

Your donation to [local community foundation]’s endowment will allow us to achieve our dreams for the future of [community]. This includes [state some goals of your community foundation such as increased grantmaking, events, or projects].

Your relationship with [local community foundation] is important to us. We would love to share news and updates about our future work with you. To stay connected, you can subscribe to our newsletter and follow us on social media below:

* Newsletter – [add link]
* Facebook – [add link]
* Instagram – [add link]
* LinkedIn – [add link]

We look forward to engaging with you throughout the year and offering ways for you to stay involved with [local community foundation].

“[Include a quote from a leader at your community foundation about the impact of growing your community foundation’s endowment]”

With Gratitude,

[Name]

*P.S. What’s your legacy for [community]? We would love to talk with you about including [local community foundation] in your will. If you have included [local community foundation], let us know so we can thank you!*