Bill Stevenson  
XYZ Charity  
123 Anywhere Street  
Somewhereville, Best State 88889

12/3/2009

Mr. Ryan Francom  
456 Somewhere Road  
Best Town, Best State 88888

Dear Mr. Francom,

On behalf of XYZ Charity, I would like to thank you for your contribution of $500 to our Summer Camp program.

For over 30 years XYZ Charity has been helping children ages 8 to 17 attend summer camps where they not only have the best week of the summer, but develop skills and friendships that will last them a life time.

Because of your generous donation, we will be able to send an additional 4 kids to camp this coming summer. With your assistance we have now committed to sending 390 kids to camp and will continue working hard to reach our goal of 500 kids this year.

Again, we thank you for your generosity and look forward to working with you again next year.

Sincerely,

[Signature Required]

Bill Stevenson  
Fundraising Manager