



Thank You Letter Template

Contact name
Business name
Street address
City, state, zip

Date

Dear **(name of contact)**,

I am writing to thank you for your generous donation of **(name gift)** for our ECO₂school program.

A project of the Center for Climate Protection, ECO₂school works with Sonoma County High School students to engage them in active transportation, climate protection, and leadership projects. We reach thousands of students in Sonoma County each year, including hundreds of **(school name)** High School students. We will use the **(name gift)** as an incentive to encourage Sonoma County students to participate in our programs.

This letter serves as a receipt for **(Company name)** donation. No goods or services were provided in exchange for this contribution. Center for Climate Protection is a 501(c)(3) non-profit organization: EIN No. 45-0485495.

We truly appreciate your support of our cause, and your commitment to our community. Thank you!

If you have any questions, please feel free to contact me at amy@climateprotection.org or (707) 525-1665 x119

Sincerely,

Amy Jolly
ECO₂school Program Manager