



c/o 123 Maple Street, Toronto ON M2P 1Z7 Tel: 416-555-5555

[date]

[full name of donor]
[donor's full mailing address]

Dear [donor's first name]:

Very soon, the happy sounds of children playing will fill the grounds of Our Park. And that's thanks to the support of neighbours like you.

I want to thank you for your kind gift of \$100 towards the Our Park new playground campaign.

Your generosity will make a lasting difference to the quality of life in the community and the City of Toronto. Your donation also leverages matching funds for the project from other granting organizations.

You will receive a charitable receipt for your donation from the Toronto Parks and Trees Foundation early in the new year.

I look forward to hearing the kids play on their new playground. The park improvements would not happen with your support. Thanks again for your kindness, and see you in the park!

Sincerely yours,

[signature]

Jane Doe
President
Our Park Rejuvenation Committee
jdoe@ourpark.com