[Sender Name]

[Sender Address]

[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Response Letter to Request for a Donation or Fundraising**

Dear Sir/Madam,

Thank you so much for your letter requesting the donation for [mention the cause for which donation was requested]. I am glad that you remembered me and provided me a chance to be a part of such a great cause.

I assure you that I will try my best to raise as much funds as possible for this great work that you and your friends have aimed to do. I will pray for your success and would like to play an important role in helping you achieve your goals.

With Best Regards.

Sincerely Yours,

[Sender Name]

[Sender Signature]

[Sender Contact Details]