To,

[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Condolence Letter to a Donor’s Family**

Dear Mr./Mrs. [name of the Recipient],

On behalf of all the members of our NGO, [name of the NGO], I would like to offer my deep condolences for the unfortunate loss of Mr./Mrs. [name of the Donor]. It was really a shock to hear the news of his/her sudden demise.

Mr./Mrs. [name of the Donor] was a very dear and kind friend of our NGO. As a result of his/her efforts and huge contributions, our NGO had been able to carry out many important projects. He/ She was quite generous and always took care of the ignored or poor class of the society. He/ She was truly a gem of a person.

In honor of your [mention relation of the Deceased Donor with the Recipient], we would like to memorialize him/her by dedicating a statue in his/her name at the main entrance of our building.

May his/her soul rest in peace, Amen! Please feel free to contact us if we could be of any help to you or your family at this difficult moment.

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]