September 8, 2013

{Recipient Name}

{Title}

{Company}

{Street Address}
{City, State, Zip}

RE:    {Subject}

{Salutation}:

The {PTO PLANNING COMMITEE} and the Roscoe Parent Teacher Organization would like to take this opportunity to extend our sincere appreciation for your donation of {DONATED ITEM(S) HERE} for the {EVENT HERE}. We are pleased to announce that through your generous support, we were able to raise $X,XXX.xx for the Roscoe PTO.

All money raised benefits the teachers and students of Kinnikinnick Community Consolidated School District #131 for which our organization serves. We could not do what we do without the generosity of businesses and organizations like yours. Thank you for supporting our schools.

Sincerely,

{Sender}