# Donation Thank You

[DATE]

[ADDRESS]

*Re: Governor’s State Employees Food Drive*

Dear [INSERT NAME]:

Thank you for your generous support of the Governor’s State Employees Food Drive. While the statewide totals are still being calculated, we are pleased to let you know that our department had an exceptionally successful year. Through monetary and food donations, the department raised [INSERT AMOUNT] meals for the Oregon Food Bank Network!

Such a remarkable accomplishment in giving can be directly attributed to partnerships with businesses such as yours. In fact, these partnerships enabled the department to host a multitude of fundraising events that involved many of the department’s employees.

Though this year’s food drive has come to an end, we hope that you will consider supporting the department again next year as we continue our efforts to end hunger in Oregon.

Thank you again for your charitable contribution.

Yours very truly,

[INSERT NAME]

Director

[INSERT NAME]

Agency Coordinator