Thank You Letter Template

Dear [Donor Name],

On behalf of everyone at [Shelter/Rescue Name], I want to extend a heartfelt thank you for your generous donation of [Donation Amount]. Your support plays a vital role in helping us care for and find loving homes for animals in need.

Because of your kindness, pets like [Pet Name], a [Pet Type/Description] who came to us [brief description of pet’s story—rescued, surrendered, etc.], now have a second chance. [Pet Name] is just one of many lives transformed by donations like yours, and we are so grateful that you are part of this lifesaving work.

Your contribution will go toward [specific use of the donation, such as food, medical care, transportation, etc.], ensuring that every pet receives the care and love they deserve while they await their forever homes.

Thank you once again for your generosity and for standing with us to help both pets and people in our community. Together, we are making a difference!

Warmest regards,

[Your Name]

[Your Title]

[Shelter/Rescue Name]

**Thank-You Phone Call Script**

*While on this phone call, be sure to take notes and save the information.*

Jill Smith recently sent a check for $100. You call, and she answers.

“Hi Jill, this is Jane from Rescue XYZ – I wanted to call and say a HUGE thank you from all of us at the Rescue for your recent gift. I can’t tell you how much it means to us that you want to help us help the animals.

* How did you first hear about Rescue XYZ?
* Do you have any pets?
* Have you ever visited our shelter/facility? If not – we would love to give you a special tour!

You know – we don’t have your email – I would love to send you a cute thank you video from the pets – can you give me your email so I can send a short video?

Thank you again – it means so much to have you as part of our team to help the animals.”