# End-of-Year Donation Letter

*This template is used by nonprofit organizations to send an end-of-year appeal for donations. It can be personalized with donor details and highlights the impact their support has had throughout the year, while encouraging final contributions before the year's end.*

Dear **{name}**,

As we approach the end of {year}, we want to take a moment to express our heartfelt gratitude for the support you've shown us. Your generosity has helped us make a meaningful difference in the community, and together, we've accomplished incredible things this year.

## What You Helped Us Achieve

{#achievements}

* {achievementDescription}

{/achievements}

Your continued support allows us to look confidently toward the year ahead. As we prepare for **{nextYear}**, we are committed to deepening our impact and expanding our reach.

## How You Can Help Before the Year Ends

There’s still time to make a final contribution for the year. Your tax-deductible donation will help us kick off the new year strong and ensure our programs remain available to those who need them most.

{#hasMatchingGrant}

**Exciting news!** Thanks to a generous donor, all contributions made before **{deadlineDate}** will be matched dollar-for-dollar, up to **{matchingAmount}**.

{/hasMatchingGrant}

## Ways to Give

{#donationOptions}

* {method}

{/donationOptions}

## Contact Information

If you have any questions or need assistance in making your gift, don’t hesitate to reach out to us:

|  |  |  |  |
| --- | --- | --- | --- |
| **Contact Name** | **Title** | **Email** | **Phone** |
| {#contacts}{contactName} | {contactTitle} | {contactEmail} | {contactPhone}{/contacts} |

Thank you again for being an integral part of our mission. Wishing you and your loved ones a joyful holiday season and a happy new year!

With gratitude,

**{senderName}**  
*{senderTitle}*  
{organizationName}