DATE

NAME  
ADDRESS  
CITY, STATE ZIP

Dear [Donor Name]:

We wanted you to be the first to know that [the Affiliate Name] is announcing our latest round of community grants from our growing Community Impact Fund. Your gifts to the Community Impact Fund are what makes these grants possible, so as we celebrate this influx of support for our community nonprofits we also want you to know that your generous past gifts are appreciated and continue to make [community name] a great place to live and work.

This week we are announcing the following grants, awarded through the application process advertised to our community:

* Grantee, grant amount and purpose
* Grantee, grant amount and purpose
* Grantee, grant amount and purpose

Our partners at these organizations are dedicated to these efforts and know that a strong and vibrant [community name] benefits all of our neighbors. Your generous gifts, paired with that of others to [the Affiliate Name] Community Impact Fund, provide the inspiration and the support needed to make it all come to life.

Thank you again for your generous past gifts, and we invite you to join us in celebrating your giving at work in [community name].

 Sincerely,

 [Affiliate Name] Board

[Board member names and signatures here]