Address of HSE Office who

are sending acknowledgement letter

Telephone No

Address of Donor

Date of Letter

Dear (name of donor)

On behalf of the Health Service Executive, I am writing to you to acknowledge and to sincerely thank you (and organisation/company name if applicable) for your very generous donation of (insert donation details).

In accordance with your wishes, these funds will be transferred to (Name of Charitable body).

We are hugely grateful for your support and generosity, and it is acts of kindness such as this, that make it possible for the Health Service Executive to continue in its efforts to improve the health and well being of people who use our services.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of Author)

(HSE Team Name)