*(Copy the text below and paste into your letterhead  
and replace the items in* ***bold*** *with your information)*

**[Date]**

**[Agency name]**

**[Address Line 1]**

**[Address Line 2]**

Dear **[Name of Bank Partner]**,

Thank you for your generous donation of **[dollar amount]** received **[date]**.

We’re pleased to report that your support of our SVRA program enabled our agency to leverage an additional **[dollar amount]** in federal matching funds, providing the agency with new financial assistance totaling **[dollar amount].**

This combined funding makes it possible for **[project name]** to provide critical services to **[number]** VR clients. Reflecting the mutual benefit of our partnership, **X**% of all people we serve are established as low- and moderate-income (LMI) at enrollment into our services **(or some other statement that verifies that individuals served by this project are LMI)**. Most importantly, it helps people achieve their employment goals by putting them on the path to economic self-sufficiency. You will see our specific outcomes of the program in future reports.

We look forward to our continued partnership with **[Bank Partner]**,

**[Signature]**

**[Typed Name]**

**[Title]**