[Date]

To Whom it May Concern,

On behalf of the O’Fallon Township High School Choral Program, we would like to thank you for your donation of [dollar amount/item donated] to our program. Your donation assisted with [event]. This will help us with [filler].

Thank you for supporting music at O’Fallon Township High School.

Sincerely,

Erick Price

Vocal Director

Show Choir Director

Spring Musical Director

O’Fallon Township High School

(618) 632-3507, ext. 522