

ABC CONTRACTORS

123 Any Street
Anytown, US 00000
555-555-5555

Date

Name
Address
City, State Zip

Re: (project name or designation)

Dear _____,

Thank you so much for your recent letter requesting a donation to _____. However, it is impossible to support all the worthwhile causes in each area that our company has offices (or other reason). Therefore, our company makes an annual contribution to _____.

Because of the above policy, we are unable to make a contribution to _____. It is a fine project, and we wish you all the best in your endeavors.

Sincerely,

Name
Title