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Donation Road  
12345  
Mumbai India

03 July 2014

Dear Mr Smith

Thank you so much for your kind donation of Rs xxxx from all of our team.

At the Foundation for Mother and Child Health India, we provide mothers and children with **full access to Nutrition and Preventive Health**, to make sure that all children grow healthy and strong.

We run health clinics in Dhobi Ghat, Mumbai; we provide life-saving supplementary feeding to malnourished children and pregnant mothers; we offer typhoid vaccinations, deworming medications and essential vitamin and mineral supplements; we offer one-to-one nutrition counseling and regular home visits to assist the families in making all the right parenting choices; and much more, **to tackle malnutrition and its effects on a child's future**.

If you'd like to know more about our projects, you can contact us at 1234567890 or you can write us an email at [motherandchildhealth@gmail.com](mailto:motherandchildhealth@gmail.com).

We strongly believe that early health and balanced nutrition are critical for a child's full development. **Thank you for believing this too.**

Kindest regards

Signature  
Name Surname  
Role in FMCH India

PS A short PS at the end of a letter is very important, and **it is the sentence that will be read first and the most**. Make sure you add a PS, where you can give some extra information or some nice anecdote, like: "this year we extended our programs to 900 families! Do get in touch with us if you'd like to know more" or some event that recently happened in FMCH India.

Foundation for Mother and Child Health, India  
Tackling Malnutrition in Innovative Ways. Every Day.

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