

# Letter of Recognition

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

On behalf of [Your Organization], I would like to express our sincere gratitude for your generous financial backing of [specific project or initiative]. Your support has been instrumental in allowing us to [briefly explain what the funding has allowed you to achieve or contribute to].

We are committed to [outline the goals of the project or initiative], and your contribution has brought us closer to attaining these goals. We truly appreciate your faith in our mission and your willingness to invest in the future.

Thank you once again for your invaluable support. We look forward to continuing our partnership and making a positive impact together.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Position]

[Your Organization]