

[Your Name]

[Your Position]

[Your Organization]

[Your Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Organization Address]

[City, State, Zip Code]

## **Subject: Gratitude Confirmation**

Dear [Recipient's Name],

On behalf of [Your Organization], I would like to express our sincere gratitude for your support and collaboration in [specific project or event]. Your contributions have been invaluable, and we truly appreciate the time and effort you dedicated to ensuring its success.

We confirm the receipt of [any specific materials, documents, or support provided] and are excited about the impact it will have on our ongoing efforts.

Thank you once again for your partnership. We look forward to collaborating with you in the future.

Warm regards,

[Your Name]

[Your Position]

[Your Organization]