

Letter of Acknowledgment

Date: [Insert Date]

[Your Association's Name]

[Your Association's Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We would like to take a moment to acknowledge your participation in the [Name of Workshop] held on [Date]. Your presence and engagement were highly valued, and we appreciate the contributions you made to the discussions and activities.

This workshop aimed to [briefly state the purpose/goals of the workshop]. Your insights and expertise significantly enriched our understanding and helped foster a collaborative environment.

Thank you once again for attending, and we look forward to your continued involvement in future events.

Best regards,

[Your Name]

[Your Position]

[Your Association's Name]

[Your Contact Information]