

# Commendation Letter

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Organization]  
[Your Organization Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

To: [Business Owner's Name]  
[Business Name]  
[Business Address]  
[City, State, Zip Code]

Dear [Business Owner's Name],

I am writing to express our heartfelt gratitude for your generous support of [Charity Event Name] held on [Event Date]. Your partnership plays a crucial role in our efforts to [mention the cause of the charity].

We commend [Business Name] for stepping up to make a positive impact in our community and for your unwavering commitment to [specific contribution or support provided]. Your contributions have helped us to [mention specific outcomes, if applicable], and we cannot thank you enough.

We look forward to your continued support in the future and hope to collaborate again for upcoming initiatives. Please feel free to reach out if you would like to discuss this or future events further.

Thank you once again for your generosity and commitment to our cause.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]