

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Charity Organization Name]

[Organization Address]

Dear [Recipient's Name],

We are writing to formally acknowledge the receipt of your evaluation report regarding our charity program, [Program Name], conducted on [Evaluation Date]. Your insights and feedback are invaluable to us as we strive to improve our services and impact.

Thank you for your dedication and the time you invested in this evaluation. We appreciate your recommendations and will take them into consideration as we move forward with our initiatives.

We look forward to continued collaboration and support as we work together to make a difference in our community.

Sincerely,

[Your Name]

[Your Title]

[Your Organization Name]

[Your Contact Information]