

# Letter of Recognition

Date: [Insert Date]

To: [Sponsor's Name]

[Sponsor's Address]

Dear [Sponsor's Name],

On behalf of [Organization Name], I would like to extend our heartfelt gratitude for your generous contribution of [specific amount or type of support] to our cause. Your support plays a pivotal role in our mission to [briefly explain mission or specific project].

Thanks to your commitment to helping those in need, we have been able to [mention specific achievements made possible by their support]. Your generosity not only aids our organization but also inspires others to give back to the community.

We are proud to recognize your philanthropic efforts and would be honored to include your name/logo in our annual report and other related materials, should you wish for that visibility.

Once again, thank you for your unwavering support. We look forward to continuing this partnership and making a difference together.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]