

Letter of Acknowledgment

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

On behalf of the [Organization Name] Board of Directors, I would like to express our heartfelt gratitude for your dedicated service as a board member. As you retire from your position, we want to acknowledge the invaluable contributions you have made during your tenure.

Your leadership and commitment to our mission have positively impacted not only our organization but also the community we serve. Your insights and expertise in [specific area, e.g., finance, marketing, etc.] have greatly enhanced our strategic direction.

We will certainly miss your presence and the wisdom you brought to our meetings. We wish you all the best in your future endeavors and hope to keep in touch.

Thank you once again for everything you have done for [Organization Name].

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]