

# Letter of Acknowledgment

Date: [Insert Date]

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

On behalf of the [Organization Name], I would like to express our heartfelt gratitude for your dedication and commitment as a board director. Your volunteer efforts have been instrumental in advancing our mission and making a positive impact in the community.

Your leadership and vision have helped us navigate challenges and seize opportunities for growth. We truly appreciate the time and energy you have invested in our organization and the guidance you have provided to the board.

Thank you once again for your invaluable contribution. We look forward to continuing to work together to achieve our goals.

Sincerely,

[Your Name]  
[Your Title]  
[Organization Name]  
[Phone Number]  
[Email Address]