

Letter of Acknowledgment for Insufficient Contribution

Date: **[Insert Date]**

To,

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. We would like to take this opportunity to thank you for your recent contribution to [specific project or cause]. Your support is invaluable to us.

However, we regret to inform you that your contribution was lower than expected. As you know, the minimum contribution required for [specific purpose or project] is [insert amount or specifics]. We appreciate your effort and encouragement, and we would be grateful if you could consider increasing your contribution.

We look forward to your continued support and hope to make better progress together!

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]