

# Letter of Gratitude

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Organization]  
[Your Address]

[Recipient Name]  
[Recipient Title]  
[Organization Name]  
[Organization Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to express my heartfelt gratitude for the board's recent approval of [specific project or initiative]. Your support and confidence in our vision mean a great deal to us.

This decision will significantly contribute to [briefly explain the anticipated impact of the approval]. We are excited to move forward and look forward to the successful execution of this project.

Thank you once again for your trust and support. We are committed to delivering exceptional results and keeping the board updated on our progress.

Sincerely,

[Your Name]  
[Your Position]