

Letter of Gratitude

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Granting Organization]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to express our heartfelt gratitude for the approval of the grant for our social service project, [Project Name]. Your support is invaluable to us and will enable us to make a significant impact in the community.

With the funds you have generously provided, we will be able to [briefly outline what the funds will be used for, e.g., expand our services, reach more individuals, purchase necessary supplies,

etc.]. This project aligns perfectly with our mission to [insert mission statement or goal of the project].

We are committed to utilizing these resources effectively and transparently. We look forward to sharing updates on our progress and the impact of your support.

Once again, thank you for your trust and belief in our work. Together, we can make a difference.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]