

# Letter of Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Business Name]

[Business Address]

[City, State, Zip Code]

Dear [Recipient Name],

On behalf of [Your Organization], I would like to express our heartfelt gratitude for your generous support. Your contributions have made a significant impact on our ability to [describe the purpose, e.g., provide services, support the community, etc.].

Your commitment to [mention specific support, e.g., sponsoring an event, providing resources] has not gone unnoticed, and it exemplifies the spirit of community that we strive to promote. We are truly fortunate to have the support of local businesses like [Recipient Business Name].

Thank you once again for your generosity. We look forward to the continued partnership and making a positive difference together in our community.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]