

Letter of Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Sponsor's Name]

[Sponsor's Position]

[Sponsor's Organization]

[Sponsor's Address]

[City, State, Zip Code]

Dear [Sponsor's Name],

On behalf of [Your Organization], I would like to extend our heartfelt gratitude for your generous support of our recent charity project, [Project Name]. Thanks to your contribution and commitment, we reached a significant milestone on [Milestone Date].

Your sponsorship has played a crucial role in [briefly mention what the sponsorship helped achieve], allowing us to [specific outcomes or impacts]. This achievement would not have been possible without your involvement and belief in our mission.

To celebrate this milestone, we are hosting a [describe the event, e.g., celebration event, gathering], and we would be honored to have you join us on [Event Date] at [Event Location]. This will be a wonderful opportunity to acknowledge our sponsors and participants who made this project successful.

Once again, thank you for your generous support. We look forward to celebrating together and hope to continue our partnership in the future.

Warm regards,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]