

Letter of Acknowledgment

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient's Name],

On behalf of [Your Organization Name], I would like to express our sincere gratitude for the generous grant support of [Amount] received from [Funding Agency/Donor Name] for [specific purpose or project name]. Your invaluable assistance will significantly enhance our efforts to provide essential services to the community and help those in need.

With your support, we will be able to [briefly describe how the grant will be utilized and the impact it will have on the community]. We are committed to ensuring that the funds are used efficiently and effectively to achieve our shared goals.

Thank you once again for your generosity and belief in our mission. We look forward to keeping you updated on our progress and the positive outcomes resulting from your support.

Sincerely,

[Your Name]

[Your Title]

[Your Organization Name]

[Your Organization Address]

[Your City, State, Zip Code]

[Your Email]

[Your Phone Number]