

# Letter of Gratitude

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

On behalf of [Your Agency's Name], I would like to extend our heartfelt gratitude for your generous in-kind contribution of [describe the items/services contributed] that we received on [insert date of receipt]. Your support plays a crucial role in helping us fulfill our mission of [insert mission statement or purpose of the agency].

Your contribution directly impacts the lives of those we serve, providing them with [explain the benefits of the contribution]. It is through the kindness and generosity of donors like you that we are able to continue our work and make a difference in our community.

Thank you once again for your support. We truly appreciate your commitment to our cause and look forward to the possibility of collaborating with you in the future.

Sincerely,

[Your Name]

[Your Title]

[Your Agency's Name]

[Your Contact Information]