

# Letter of Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Position]

[Social Service Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally acknowledge the assistance and support provided by [Social Service Agency Name]. Your services have been invaluable to me during this time.

Specifically, I would like to express my gratitude for [mention specific assistance or service received]. This support has made a significant impact on my situation and has facilitated my journey towards [mention outcome or goal].

Thank you once again for your commitment and dedication to helping individuals in need. I appreciate everything your agency has done and continues to do.

Sincerely,

[Your Name]

[Your Contact Information]