

# Letter of Appreciation

Date: [Insert Date]

[Your Name]

[Your Title]

[Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Donor's Name],

On behalf of [Agency Name], I would like to extend our heartfelt gratitude for your generous contribution of [amount or item donated] to our organization.

Your support plays a crucial role in enabling us to continue our mission of [briefly describe the mission of the agency]. Thanks to your generosity, we can provide [mention programs, services, or areas impacted by the donation].

Your commitment to helping others inspires us and strengthens our dedication to serve the community. We truly appreciate your willingness to stand alongside us in our efforts.

Please know that your contribution makes a significant difference in the lives of those we serve. Together, we can create positive change!

Thank you once again for your generosity and support.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Agency Name]