

Letter of Appreciation

Date: [Insert Date]

[Your Name]

[Your Title]

[Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my heartfelt gratitude for your unwavering support of our social service agency. Your generous contributions and commitment to our mission have made a significant impact on the lives of those we serve.

Thanks to your support, we have been able to [briefly mention specific projects or services funded by their support]. Your involvement has strengthened our efforts and inspired our team members to strive for excellence in all we do.

We truly appreciate your partnership and look forward to collaborating with you in the future. Together, we can continue to make a difference in our community.

Thank you once again for your generous support.

Warm regards,

[Your Name]

[Your Title]

[Agency Name]