

# Letter of Acknowledgment

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]

[Recipient Name]  
[Recipient Position]  
[Recipient Organization]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Thank you for the invitation to the groundbreaking ceremony for [Project Name] scheduled for [Date] at [Location]. We are honored to be a part of this significant event and appreciate the opportunity to celebrate this milestone with you.

Our organization acknowledges the importance of the [Project Name] and looks forward to the positive impact it will have on the community.

Thank you once again for including us in this special occasion. We look forward to attending and extending our support.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]