

Letter of Acknowledgment

Date: [Insert Date]

[Contributor's Name]

[Contributor's Address]

[City, State, Zip]

Dear [Contributor's Name],

On behalf of [Organization Name], I would like to extend our heartfelt gratitude for your generous contribution to our recent gala event held on [Event Date]. Your support played an essential role in its success and we are truly grateful for your involvement.

Thanks to your contribution, we were able to [mention specific use of the funds or impact made]. Your commitment to [cause/mission] helps us continue our work and serve our community effectively.

Please accept this letter as a formal acknowledgment of your contribution, which amounted to [amount]. This letter can be used for your tax records.

Once again, thank you for being an essential part of our mission. We hope to see you at our future events and look forward to your continued support.

Warmest regards,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]