

Letter of Gratitude

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Department/Agency Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my heartfelt gratitude for awarding us the [Name of Grant] grant. This funding will greatly assist us in [briefly explain the purpose of the grant and how it will be used].

Your support will have a significant impact on our projects and initiatives, and we are committed to ensuring that the funds are utilized effectively and beneficially for the community.

Thank you once again for your trust in our efforts. We look forward to showcasing the positive outcomes that will result from your generous support.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]