

Letter of Acknowledgment

Date: [Insert Date]

[Sponsor's Name]

[Sponsor's Address]

[City, State, Zip Code]

Dear [Sponsor's Name],

On behalf of [Your Organization's Name], I would like to extend our heartfelt gratitude for your generous support as a sponsor of our recent retail charity event, [Event Name], held on [Event Date]. Your commitment to our cause has made a significant impact in our community.

Thanks to your generosity, we were able to [briefly outline what the funds will support, e.g., provide meals for families, support local education initiatives, etc.]. Your partnership is invaluable to us, and we truly appreciate your involvement.

As a token of our appreciation, we have included [mention any token of appreciation, e.g., a small gift, recognition in promotional materials]. We hope to continue our relationship with you in the future, as your contributions help us achieve our goals.

Thank you once again for your support. Should you have any questions or need additional information, please do not hesitate to contact me at [Your Contact Information].

Warm regards,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Organization's Address]

[Your Organization's Phone Number]

[Your Organization's Email]