

# Letter of Recognition

Date: [Insert Date]

[Your Name]

[Your Title]

[Museum Name]

[Museum Address]

[City, State, Zip Code]

[Donor's Name]

[Donor's Title/Position]

[Donor's Company/Organization]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

On behalf of [Museum Name], I would like to express our heartfelt gratitude for your generous sponsorship of [specific event or program]. Your support has made a significant impact on our ability to [describe what the sponsorship helped accomplish].

With your contribution, we were able to [specific achievements or outcomes]. This not only benefits our museum but also enriches the community by [describe community benefits].

We are proud to honor your support in our upcoming [event/exhibition]. Your name will be prominently displayed in [mention specific areas, e.g., promotional materials, event programs].

Thank you once again for your dedication to supporting the arts and culture in our community. We look forward to your continued partnership in the future.

Sincerely,

[Your Name]

[Your Title]

[Museum Name]