

Letter of Recognition

Date: _____

Dear [Contributor's Name],

On behalf of [Your NGO's Name], I would like to extend our heartfelt gratitude for your generous contribution of [specific contribution or amount] towards our mission of [briefly state mission or cause]. Your support plays a vital role in helping us achieve our goals and serve the community effectively.

Thanks to your kindness and commitment, we have been able to [briefly describe impact made possible by their contribution]. It is because of donors like you that we can continue our work and make a difference in the lives of those we serve.

We are truly thankful for your partnership and belief in our vision. We look forward to the opportunity to keep you informed about our progress and the outcomes of your invaluable support.

Thank you once again for your generosity.

Warm regards,

[Your Name]

[Your Title]

[Your NGO's Name]

[Contact Information]