

# Letter of Recognition

Date: \_\_\_\_\_

[Donor's Name]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

On behalf of [NGO Name], I would like to extend our heartfelt gratitude for your generous donation of [amount or description of items donated]. Your support plays a vital role in helping us [briefly explain the mission or purpose of the NGO].

Thanks to your contribution, we are able to [mention specific programs or outcomes made possible by the donation]. Your commitment to our cause makes a significant difference in the lives of those we serve.

We truly appreciate your kindness and dedication. We would like to formally recognize your contribution and we look forward to your continued support in the future.

Thank you once again for your invaluable support.

Sincerely,

[Your Name]

[Your Title]

[NGO Name]

[Contact Information]