

Letter of Acknowledgment

Date: [Insert Date]

[Sponsor Name]

[Sponsor Address]

[City, State, Zip Code]

Dear [Sponsor Name],

On behalf of [NGO Name], we would like to extend our heartfelt gratitude for your generous sponsorship of our recent event, [Event Name], held on [Event Date]. Your support played a vital role in the success of this initiative, which aimed to [briefly describe the purpose of the event].

Thanks to your contribution, we were able to [mention specific outcomes or achievements related to the event]. We appreciate your commitment to [mention cause or mission relevant to the NGO] and your partnership in making a positive impact in our community.

We look forward to the opportunity to work together again in the future and hope to continue building a strong relationship with [Sponsor Company].

Thank you once again for your invaluable support.

Sincerely,

[Your Name]

[Your Position]

[NGO Name]

[Contact Information]