

Letter of Acknowledgment

Date: [Insert Date]

Donor Name
Donor Address
City, State, Zip Code

Dear [Donor Name],

On behalf of [Botanical Garden Name], I would like to express our heartfelt gratitude for your generous gift of [describe the gift] received on [date of gift]. Your contribution plays a crucial role in supporting our mission to promote botanical education and conservation.

Your kindness enables us to [mention specific program or project that benefits from the gift]. We are excited to put your gift to work and look forward to sharing the positive impact it will have on our community and our garden.

Thank you once again for your generosity. We truly appreciate your support and commitment to [Botanical Garden Name].

Sincerely,

[Your Name]
[Your Title]
[Botanical Garden Name]
[Contact Information]