

Letter of Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Sponsor's Name]

[Sponsor's Position]

[Sponsor's Organization]

[Sponsor's Address]

[City, State, Zip Code]

Dear [Sponsor's Name],

We are writing to formally acknowledge and express our gratitude for your generous sponsorship arrangement with [Your Organization] for [Event/Project Name]. Your support is invaluable to our mission and plays a significant role in the success of our initiatives.

As per our agreement, your sponsorship contributions will be directed towards [briefly explain what the funds will be used for]. We are committed to ensuring that your brand receives the visibility and recognition promised in our partnership.

Thank you once again for your trust and support. We look forward to a successful collaboration and will keep you updated on the progress of [Event/Project Name].

Sincerely,

[Your Name]

[Your Position]

[Your Organization]