

Letter of Acknowledgment for Sponsorship Plaque

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Organization]
[Your Organization Address]
[City, State, Zip Code]

[Sponsor's Name]
[Sponsor's Title]
[Sponsor's Organization]
[Sponsor's Organization Address]
[City, State, Zip Code]

Dear [Sponsor's Name],

On behalf of [Your Organization], I would like to extend our heartfelt gratitude for your generous sponsorship. We are honored to acknowledge your support through a plaque that will be displayed prominently at our [event/location].

Your commitment not only inspires our team but also significantly contributes to our mission of [briefly describe the purpose of your organization or event]. Thanks to your support, we are able to provide [mention specific outcomes or benefits].

We are looking forward to formally recognizing your contribution at [event date or location]. Please let us know if you will be able to attend.

Thank you once again for your incredible support.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]
[Your Contact Information]