

Letter of Recognition

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

On behalf of [Your Organization's Name], I am delighted to extend our heartfelt gratitude for your generous philanthropic support.

Your commitment to [specific cause or project] has made a significant difference in the lives of many. We are proud to recognize your contributions with a plaque that reflects your dedication and support.

We will be holding a special ceremony on [insert date] to honor your invaluable contributions, and we would be thrilled if you could join us.

Thank you once again for your unwavering support. Together, we can continue to make a positive impact in our community.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Contact Information]