

# Letter of Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Granting Organization Name]

[Granting Organization Address]

[City, State, Zip Code]

## **Subject: Acknowledgment of Innovation Grant Award**

Dear [Recipient Name],

On behalf of [Your Company/Organization], I am writing to formally acknowledge the generous award of the Innovation Grant. We are truly honored to receive this support, which will significantly contribute to our ongoing efforts to [briefly describe the project or initiative].

We understand the importance of this grant and are committed to utilizing the funds effectively to achieve the outlined objectives. Your belief in our vision inspires us to innovate and excel in our endeavors.

We appreciate the opportunity to partner with [Granting Organization Name] and look forward to sharing our progress and successes with you. Thank you once again for your support.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]